The Collins Room at The Blue Monkey Tavern

Private Event Information and Frequently Asked Questions

Venue Overview

The Collins Room at The Blue Monkey Tavern is a private upstairs event space featuring a full-service bar, private restrooms, and full handicap accessibility via elevator. It is ideal for a wide range of gatherings including showers, milestone celebrations, business events, and social receptions.

Seated Capacity: Approximately 70 guests

Bar Seating: 15 additional seats

Standing/Mingling Capacity: Up to 100 guests (existing tables and chairs remain in the room)

Table Configuration: (6) 8ft standard-height tables and (5) 4ft pub-height tables (all 28 inches wide)

Reservation & Availability

Availability: We offer flexible scheduling Sunday through Friday. On Saturdays, afternoon events are held from 12:00 PM to 3:00 PM. Evening events may begin at 6:00, 6:30, or 7:00 PM and conclude by 10:00, 10:30, or 11:00 PM.

Booking Process: Dates are not held until an agreement is requested. Due to high demand, we share all open dates with active inquiries.

Cancellations: Must be made more than 30 days in advance to avoid a $500 late cancellation fee.

Payments: Accepted on the day of the event via cash or major credit card.

Event Coordination

You'll work with Lindsay(mostly) ahead of time to plan all the details of your event. On the day of, there will be a manager on-site along with your servers and bartenders to make sure everything runs smoothly from a food and beverage standpoint.

That said, we don't have a designated on-site event host — meaning we're not handling decor setup, running your timeline, or cueing music and speeches. If your event needs that kind of coordination, we definitely recommend designating a friend, family member, or planner to help with those pieces.

Our team will make sure service is seamless and that you and your guests are well taken care of — we just want to set clear expectations so you know what to expect and can fully enjoy your day!

Minimum Spend Requirements

Use of the room is subject to a minimum spend requirement on **food and alcohol** (pre-tax and 20% gratuity). No upfront room fee is charged if the minimum is met.

Day/Time

Monday - Thursday	**$1,000**
Friday (11:00 AM - 3:00 PM)	**$1,000**
Friday after 3:00 PM, Saturday, Sunday	**$2,000**

If your event spend falls below the minimum, the difference will be charged as a room fee on the final bill. For example, if it is a Saturday, and your bill came to $1700 between food and alcohol sales, there would be a $300 room fee applied to your final bill.

Food & Menu Guidelines

All food is served buffet-style and is self-serve.

Menu details can be viewed at: bluemonkeytavern.com > Private Events

Each tray feeds approximately 20-25 guests. For example, if you have 40-50 guests, you should order (2) Trays of each item you select.

Leftovers may be taken home; however, we cannot guarantee additional food beyond what is pre-ordered. We cannot be held responsible for insufficient food due to under-ordering.

Outside food is limited to dessert only.

No fee to bring in your own cakes or sweets

Cake cutting/plating: $1 per slice

We provide all necessary plateware, napkins, and silverware for both our menu and any outside desserts.

Bar & Beverage Options

Alcohol is billed per consumption. The host may choose from the following options:

Open Bar: Host covers all alcoholic beverages

Cash Bar: Guests pay for their own drinks

Custom Bar: Host may specify a dollar limit, provide drink tickets, or cover only selected drink types (e.g., beer, wine, mixed drinks)

While we don't provide a full list of every alcohol and its price, you can get a good idea of our pricing by visiting the Food & Drink tab on our website.

Sodas, Iced Tea, Water and Juices are included with the space.

No outside alcohol is permitted. Violation of this policy will result in the immediate termination of the event without refund.

Gratuity is included in the final bill. We do place a tip jar on the bar—not to pressure your guests, but because many choose to leave something extra. This ensures that any cash is kept secure and organized, rather than left loose on the bar. Unfortunately, we've had instances in the past where money was misplaced or went missing, so this helps us avoid that.

Music & Entertainment

Background music is available through Spotify via our Fire tablet.

You may:

Use Spotify playlists

Provide your own public Spotify playlist

Bring your own Fire tablet to plug in

Live DJs or bands are permitted but must provide their own speaker system. Volume levels are subject to management discretion.

Décor & Setup Guidelines

Access to the room is allowed:

1.5 hours prior to event

Post-event cleanup: 30-45 minutes is allotted for hosts to remove personal décor and belongings. We handle the heavy cleanup.

We provide linens for the buffet room only. We do not supply table linens or decorative items for the main room.

Restrictions:

No confetti or glitter of any kind

Nothing may be affixed to walls or fixtures

Confetti-filled balloons may not be popped inside the room

Technology & Amenities

Televisions: 7 TVs available upon request (e.g., for sporting events). One TV is available for photo slideshows.

Accessibility: Elevator access to the second floor

Restrooms: Private facilities available inside the room

Parking: Available behind the building, along Centre and Chestnut Streets, and in the public lot across the street