



### POLICY NOTES

- The venue rental rate is based on a 6-hour block which includes 4-hour event time and 2-hours for set-up/tear down. All vendors must deliver within the allotted time. Additional hours may be purchased.
- We require a 50% venue rental deposit and a \$500 security deposit with a signed Rental Agreement & Contract to secure your event date.
- This rate is inclusive of the following: venue manager, in-house audio/visual, and existing decor. Any alterations or additions to existing decor must be approved.
- All events must conclude by 11pm Friday and Saturday and by 10pm Sunday-Thursday unless otherwise negotiated.
- Group pricing does not include sales tax or 20% gratuity which will be added at conclusion of event.
- Outside cakes or cupcakes are allowed for special occasions. There is a \$10 fee to hold, cut, and serve and additional plating charges will apply for groups over 20 people.
- Day of event planner is required.
- We encourage live music and DJs, but noise restrictions do apply.
- Full-venue buyout available. Please inquire for special rates.

### FACILITY RENTAL RATES

GROUPS (100+ GUESTS)	MON-THURS	FRI-SUN	SATURDAY
<b>PEAK SEASON</b> (MAY-DECEMBER & HOLIDAYS)	\$3,000	\$4,000	\$5,000
<b>OFF-PEAK SEASON</b> (JANUARY- APRIL)	\$2,000	\$3,000	\$4,000

Venue is also available for small groups from 20 to 50+ guests and during non-business hours.

Ask about special rates and minimum food and beverage purchase to reserve space.

