

<u>St. Henry</u> 321 S. Eastern Avenue (SR 118) St. Henry, OH 45883 419.678.8482

<u>Celina</u> 1100 S. Main Street (SR 127) Celina, OH 45822 419.584.0606 Greenville 118 E. Main Street Greenville, OH 45331 937.548.2202

BALLROOM INFORMATION

Venue Rental: \$750.00

- * Rental price is based on a 5 hour booking
- * \$ 25.00 charge for each additional hour
- * \$ 350.00 additional fee applies when food catering service is not utilized

Venue Rental Inclusions:

Décor - (Chandeliers, Decorative Lighting, Seasonal Centerpieces)

Set up – Table and chair set up for entire venue

Skirting on all special tables

White, Black or Ivory Linen Tablecloths throughout entire venue

Clean Up – Busing tables throughout the event, any overall cleaning, & garbage removal

Floor Easels (for special signs, posters, pictures, etc.)

Podium

Sound System - Microphones, & Dinner Music

Optional Enhancements:

DI

Shuttle Bus

Décor Packages

Audio Visual Package

Equipment Rental

Entertainment Options

Ideal at an additional aget

- * Extra servers for special needs may be added at an additional cost.
- * There may be an extra charge per server per hour for delays in meal serving time.
- *We will have chandelier and decorative lighting in the ceiling. All other ceiling or wall decorations must be approved 2 weeks prior to event. Any candles used must be contained.
- * Sales tax is not included in listed prices.
- *Mandatory 18% Service fee will appear on final invoice. The Service Charge on all food and beverage expenses will be added to the final invoice. While the catering menus show a breakdown of the event elements and their costs, the service charge helps cover the other costs required for the event such as: event coordinators, event servers, set-up team, culinary team, all prep work, back of house charges such as transporting equipment, product, property maintenance and upkeep, office supplies, utilities, liability insurance, licenses, cleaning products & labor, restroom supplies, linens, etc. Please note that the service charge is not a gratuity. Unlike in restaurants where most staff rely on gratuities for their pay, our staff is fully compensated and also receive an annual profit sharing bonus. Gratuities are never expected, but always appreciated.
- *2% processing fee will be charged to all credit card payments.
- *Prices subject to change without notice