

G R E A T S O U T H E R N  
E V E N T S

# GARDEN ROOM

The Garden Room is perfect for any private event from a more intimate evening to a holiday cocktail party. The space is also equipped with an audio visual system for guest-speaker programs. The room features handcrafted lighting, beautiful original art by local artist, Sarah Soule, as well as an extensive wine cellar.

## Food and Beverage Minimum:

**Monday-Saturday Daytime:** (11 a.m. – 2 p.m.): \$750 food and beverage minimum plus tax (7.5%), gratuity (20% or \$150 per server, whichever is greater), administration fee (5%)

**Monday - Thursday Evening:** \$1,500 food and beverage minimum plus tax (7.5%), gratuity (20% or \$200 per server, whichever is greater), administration fee (5%)

**Friday - Saturday Evening:** \$2,500 food and beverage minimum plus tax (7.5%), gratuity (20% or \$200 per server, whichever is greater), administration fee (5%)

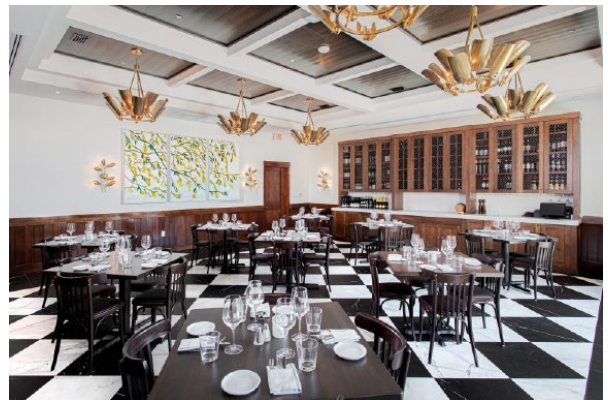
## Staffing Guidelines:

Based on guest count: (1-20) one server, (21-30) two servers, (31-45) three servers

**Room Capacity:** 50 guests for a sit-down event or up to 75 guests for a cocktail party

## Room Details:

- 850 sq. ft.
- Available free Wi-Fi
- No deposit needed, contract required
- Wheelchair accessible
- Free self parking in Southtowne garage with validation



## A/V Rental Equipment:

Prices: Screen \$50; LCD Projector \$150

## Final Event Details Due:

One week prior to the event; final guest count due 72 hours prior

## Cancellation Policy:

A fee of \$250 will apply for cancellations within 1 week of the event date.

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