

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.): \$1,250 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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