# G R E A T S O U T H E R N EVENTS 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 (4 p.m. - close): \$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 (4 p.m. - close): $\$ 2,500$ 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, (31-40) three servers, etc.
Room Capacity: 50 guests for a sit-down event or up to 65 guests for a cocktail party

## Room Details:

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


## A/V Rental Equipment:

Screen \$50; LCD Projector \$150; HDMI provided Maximum guest count with A/V: 40

## Final Event Details Due:



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

## Cancellation Policy:

A fee of $\$ 300$ will apply for cancellations within 1 week of the event date.


