

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 private 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. – 9 p.m.): \$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. – 10 p.m.): \$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, (31-65) three servers

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
- Wheelchair accessible
- Parking validation in Southtowne garage
- No deposit needed, contract required

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.



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