

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 or dinner presentation. 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. – 3 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 (5 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 (5 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%)

*A 3% fee will be charged on all non-cash transactions.

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 for 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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