



## **CONTRACT**

Thank you for your interest in The Elm Room for your upcoming event. We want to make your event day go as smoothly as possible in all areas, therefore, we have our Venue Rules that we have created to make your event a stress-free, easy-going, memorable day. Please read through each section and sign at the bottom. We look forward to hosting your event!

### **TENTATIVE EVENT HOLDINGS**

- First come, first serve: If there is a tentative or prospective event on a date that you are interested in, that party will have the first right of refusal. It is our policy to give the tentative or prospective event a phone call, email, and 48 hours to decide whether or not they would like to put down a deposit to secure the date. If the tentative or prospective event does not book within the 48 hours, we will then release the date to other parties interested.
- We only contact tentative/prospective parties if you are ready to put down a deposit on that date if it becomes available.

### **GUARANTEES**

- A final guarantee of the number of guests attending must be made a minimum of 10 days prior to the event.
- This guarantee is understood to be a minimum; this may be increased but may not be decreased. We will always prepare 10% more food than your minimum.
- If we are unable to obtain a guarantee from you, we will use the estimated number of guests you provided at the time of the deposit. However, it is understood that we can most likely accommodate more if needed.
- All charges are based on the guaranteed number of guests expected, or on the actual number of persons served, if greater than the guarantee.
- The Elm Room reserves the right to change room assignments if the guaranteed number of guests drops below the minimum guaranteed number of guests.

### **APPOINTMENT TIMES**

- The best way to view our beautiful venue is to take a tour! We are more than happy to make an appointment with you to give a site tour, talk about details of your event, or anything else you may need.
- The best time to make an appointment is during the week between 2-4 pm. We ask that you please avoid service hours, as we do operate as a full service restaurant and are less available to show the space and talk about details during lunch and dinner hours. Please contact us before coming in to view the space, that way, we can ensure that you are getting the most detailed information as possible.
- If no appointment is made, it is not guaranteed that someone will be there to give appropriate details.

### **FOOD**

- Please inquire about our current selections, as menus are seasonal and subject to change.
- We ask that you choose your menu at least 14 days prior to the event in order to guarantee availability of your selected menu items.
- All food and beverage must be provided by The Elm Room, with the exception of our preferred baker, Dessert Diva, or items allowed in writing by the Event Coordinator.
- All lunch and dinner buffets must have a minimum of 30 guests. If your group falls below the 30 person minimum, you must still pay for 30 guests.
- Food may be taken home from the buffet once a food waiver is signed by each individual person taking food.
- Please inquire about children's pricing for buffet and plated meals.



## PLATED MEALS

- For parties over 50 people ordering plated meals, we must have final counts of each entrée a minimum of 10 days prior to the event.
- ***Place cards are required to be made by the host for all plated meals over 50 guests, with each guest's name and entrée selection, brought on the day of the event. Servers do not take orders on the day of the event.***
- ***We ask that the host helps get everyone to return to their designated seats before dinner service so we can ensure guests are getting their correct meals***
- Failure to confirm orders or bring place cards may result in a slowed service

## BEVERAGE

- We offer open bar packages, upon consumption, cash bar, or drink tickets, depending on the needs of the event.
- All liquor packages include beer and wine at the appropriate price point of the package. Macro and micro brews are included, as well as two red and two white wines.
- If you have any specific beer or wine you'd like to request, we will do our best to get those options in for your party.
- During an open bar, we must charge for anyone 21 years of age or over, regardless if they will be drinking or not.
- We will not pour shots at any party.
- No outside alcohol is allowed in any party.
- No alcohol is allowed in the courtyard behind the building.
- Any alcohol favors are to be given out at the end of each event, upon guest departure and must be sealed and wrapped upon arrival.

## DECORATION/SET-UP

- You are welcome to bring in outside decorations including flowers, centerpieces, table numbers, table runners, chargers, etc. We can recommend preferred vendors if event decorating or planning services are needed.
- Hooks, tape, command hooks, sticky tack, or anything of that nature are not permitted on the walls, floor, or ceiling. We only allow blue tape to be used to put banners or signs on the walls.
- ***Confetti, real rose petals, and glitter are not allowed in the event space at all. Additional cleaning fees will apply if these items are used***
- ***LIVE evergreen/fur/pine plants is not allowed to be used due to a severe staff allergy***
- Failure to adhere to any decoration policies will incur extra charges.
- You are welcome to drop things off the day or morning before your event and store them in the event space if it is available and there are no other events being held. Please be sure to coordinate a drop off time with our Event Coordinator or a manager on duty.
- ***All décor must be removed at the end of the event. Anything that has not been picked up in 24 hours will be discarded.***
- You may start to decorate the room one hour before the start of the event.
- There is a fee for hanging things in the trees in the Elm room, depending on what needs to be hung. Anything going in the trees must be pre-strung for our event staff to hang. Please see Fee Schedule.
- Please advise all outside vendors (DJ, lighting/AV, photo booth) to use the appropriate entrance in the back of the restaurant. Please let the Event Coordinator know of any outside vendors that will be at your event.
- Rentals: Our event coordinator can make arrangements for the rental of any required equipment, please ask about current pricing.
- **\*\*\*Extensive setup for our staff – see Fee schedule**



## **A/V EQUIPMENT**

- You must sign out any A/V equipment before the beginning of your event (SEE A/V SIGN-OFF SHEET)
- Please drop off any presentations, pictures, slideshows, DVDs the day before your event so we can test it.
- We do have an in-house sound system that you are welcome to hook up your laptop, phone, tablet, etc. to play music through our system. If you do not have a preference, we will use our own tablet to play music.
- DJs cannot hook up to our sound system, and therefore must bring their own speakers.

## **HOUSE AMENITIES**

- Our house amenities include all tables, chairs, linens, napkins, silverware, plates, glassware, fuel cell candles etc.
- We have black, white, and ivory table linens and 26 different napkin colors to choose from. All linen choices must be made a minimum of 10 days before your event.
- We have eight 8-top and ten 10-top round tables, which we can mix and match to fit your needs.
- We have ten high top round tables (36 inch diameter high tops) for mingling, displays, place cards, etc.
- We have four 6ft and five 8 ft rectangle tables that can be used for extra items such as gifts, sweets table, appetizer tables, buffet, DJ table, etc.
- With permission, we allow iPods, lighting as well as musicians and DJs on the condition that volume and music selections do not disrupt other guests.

## **PARKING/VALET**

- There are several options for parking in Birmingham, including:
  - o Metered street parking (1 hour meters)
  - o Parking Structure on Pierce and Brown St. (First 2 hours are free and every hour after is roughly \$2 per hour)
  - o Valet Companies – please inquire about our preferred valet vendors

## **SERVICE HOURS**

- Brunch or lunch events may be scheduled Monday to Sunday, with start times from 10:00 am to 1:00 pm. Evening events may be scheduled beginning at 4:00 pm or later, Monday to Sunday.
- All regular lunch and dinner events are allotted a 3-hour slot, and weddings a 5-hour slot.

## **FEE SCHEDULE**

### **EXTENDED HOURS/OPEN EARLY FEE**

- If The Elm Room staff is required for an event before the restaurant's regular opening time, or after the restaurant's regular closing time, a fee of up to \$100 per hour at lunch/brunch and up to \$200 at dinner for additional labor costs may apply.

### **CHARGES AND FEES**

- All events are subject to house charge, service charge, and sales tax.
- **House charge:** Weddings and other large parties over 90 will incur an 8% house charge, all other parties will incur a 5% house charge. House charge includes food and beverage minimum, basic candles, set up and tear down of furniture, colored napkins, and table linens.
- **Service charge:** Evening events will incur a 20% service charge. Daytime events will incur a \$20 per server, per hour service charge, accounting for setup, tear down, and the length of your event.
  - o The service charge is based on a 1 server per 15 guest ratio for weddings and large parties over 90 and 1 server per 20 guests for any other events. This cannot be reduced or service will suffer.
  - o Additional charges may apply for a Banquet Supervisor or bartenders when necessary.
- **Sales tax:** All events will be subject to a mandatory 6% Michigan sales tax.



#### **AV FEES**

- PROJECTOR: \$50 EACH
- MICROPHONE (1 available): \$50
- TV SCREEN (1 available): \$50
- PODIUM (1 available): \$25
- STAGE RENTAL : \$100 per 4x8 section including skirting

#### **CLEANING AND DAMAGES**

- Any damages incurred will be the responsibility of the Host/Hostess of the event.
- Charges may include damage to the walls, ceiling, excessive cleaning due to confetti, glitter, real rose petals, etc.
- All damages and charges will be assessed at time of damage.

#### **CEREMONY FEE**

- A \$200 ceremony fee will be applied for any wedding ceremonies on site.

#### **OUTSIDE FOOD FEE**

- There is a \$2 per person outside food fee for any dessert replacements brought in. If you are bringing in extensive dessert items, this fee may increase. If you choose to order a dessert table or individual desserts from us, and would like to bring in extra sweets to embellish your dessert table or candy table, this outside food fee would be waived.

#### **EVENT PLANNING/DECORATION**

- You are welcome to hang extra items from the trees in the Elm Room. All items need to be lightweight and pre-strung before dropping them off to the Event Coordinator.
  - o Tree Hanging Fee in Enzo: \$50
  - o Tree Hanging Fee in Bella: \$100
  - o Tree Hanging Fee in Elm: \$150
- \*\*\*If you are in need of extra assistance from our Event Coordinator for day-of coordination and decoration, there will be an additional charge based on amount of help required.

#### **BAR SETUP FEES**

- A bar setup fee of \$75 for brunch/lunch parties and \$250 for dinner/cocktail parties is added for any cash or upon consumption bars.
- For Upon Consumption Only, this bar setup fee would be waived if the full price of the package is met.

### **FOOD AND BEVERAGE MINIMUMS**

#### **MINIMUMS AND REFUNDS**

- Minimums may be subject to change and some exceptions may apply during busy seasons.
- In order to reserve a room, a credit card number, a signed contract, and a 25% down payment is required at time of booking. The down payment is refundable only within 30 days of placing the booking.
- Events totaling over \$5,000 are required to pay 50% of the projected total bill 90 days in advance of the event date, previous deposits count towards this amount it is non-refundable.
- \*\*\*In the event that cancellation is necessary, please notify us at least 30 days prior to the event or an additional 25% penalty will apply. If a group fails to arrive for their event, the full estimated food and beverage bill will be charged to the credit card on file. Any group requesting tax exemptions must submit a signed tax-exempt certificate before scheduled function.
- The Front Room, Vintage Room, Barrel Room, Community and Patio are part of our main dining restaurant and therefore are not completely private spaces.
- Event spaces without any minimum listed require a credit card number on file ONLY, no deposit needs to be made or contract signed.
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# the elm room

	LUNCH/BRUNCH (10 AM - 1 PM START TIMES)				DINNER/COCKTAIL (4 PM - 8 PM START TIMES)			
	MON-THURS	FRI	SAT	SUN	MON-THURS	FRI	SAT	SUN
ENZO	\$250	\$500	\$500	\$500	\$1000	\$1500	\$2000	\$1000
BELLA	\$750	\$1000	\$1000	\$1000	\$2000	\$3000	\$4000	\$2000
ELM	\$1000	\$2000	\$2000	\$2000	\$2000	\$5000	\$6000	\$3000
PATIO	\$1000	\$2000	\$2000	\$2000	\$3000	\$5000	\$6000	\$3000
BARREL ROOM	-	-	-	-	-	\$500	\$500	-
VINTAGE ROOM	\$250	\$500	\$500	\$500	\$1000	\$1500	\$2000	\$1000
<b>PEAK</b>	<b>MAY &amp; OCTOBER</b>							
	LUNCH/BRUNCH (10 AM - 1 PM START TIMES)				DINNER/COCKTAIL (4 PM - 8 PM START TIMES)			
	MON-THURS	FRI	SAT	SUN				
ENZO	\$500	\$1000	\$1000	\$1000	\$1500	\$2000	\$2500	\$1000
BELLA	\$1000	\$1500	\$1500	\$1500	\$2500	\$3500	\$4500	\$3000
ELM	\$1500	\$2500	\$2500	\$2500	\$3500	\$6000	\$7000	\$4000
PATIO	\$1500	\$2500	\$2500	\$2500	\$3500	\$6000	\$7000	\$4000
BARREL ROOM	-	-	-	-	-	\$500	\$500	-
VINTAGE ROOM	\$500	\$1000	\$1000	\$1000	\$1500	\$2000	\$2500	\$1000