

Events at the *Melody Ballroom*

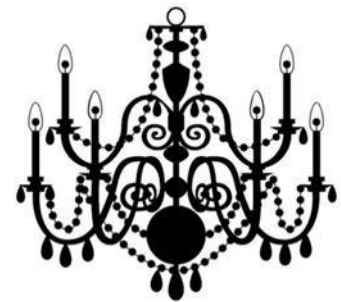
Room Rental

Our room rental fees are listed below, and are required as a deposit to reserve the space. The deposit is non-refundable. Our facility is air-conditioned, and wheelchair accessible. Room rental discounts are offered with catering minimums.

<i>Grand Ballroom</i>	Sun-Thurs from \$2,800	800 standing reception
	Fri-Sat from \$3,400	400 sit down reception
<i>Eastside Ballroom</i>	Sun-Thurs from \$1,800	290 standing reception
	Fri-Sat from \$2,400	170 sit down reception

Included Services

- Access to the room at 10am on the day of your event
- 6 hours of event time (\$500 per extra hour)
- Room set-up & clean-up
- Service staff
- Cake cutting service as needed
- Guest tables & chairs
- Silverware, china plates & glassware
- White or black linen tablecloths and black or white linen napkins
- Centerpiece options: Mirror tile, 10" vase with floating candle, two votive candles



Events at the *Melody Ballroom*

Catering Options

The Melody Ballroom is proud offer in-house catering services or outside catering with stipulations. Use the table below & the popular selections listed to build your desired menu. In addition to the options listed, our talented chef of over 20 years is glad to design custom menus including vegetarian, vegan, and gluten-free

In-House Catering Packages

Buffet Starts at \$32 per person	Family Style Served on Platters to Table Starts at \$35 Per person	Plated Dinner Starts at \$38 per person
Grand Central Bakery Bread	Grand Central Bakery Bread	Grand Central Bakery Bread
Ice tea, Lemonade & Water	Ice tea, Lemonade & Water	Ice tea, Lemonade & Water
3 Butlered Appetizers	3 Butlered Appetizers	3 Butlered Appetizers
1 Salad	1 Salad	1 Salad
1 Vegetable	1 Vegetable	1 Vegetable
1 Starch	1 Starch	1 Starch
1 Meat Entrée	1 Meat Entrée	Choice of Meat or Vegetarian Option
1 Vegetarian Entrée	1 Vegetarian Entrée	Cutting Cake Service
Cutting Cake Service	Cutting Cake Service	
<i>A service charge of 20% will be added to all Catering Services</i>		
<i>All prices subject to semi-annual increases unless guaranteed in client contract</i>		

Events at the *Melody Ballroom*

Outside Catering Requirements & Prices

The Melody Ballroom welcomes outside catering with a fee of:

- \$12 per person for buffets
- \$14 per person for family style
- \$15 per person for plated dinners
- *plus 20% service charge*

Included Services:

- Set-up
- Clean-up
- Servers
- Silverware, China plates & Glassware
- Black or White linens
- Alcoholic and nonalcoholic beverage service must be purchase and served by the Melody Ballroom staff.

We **require a certificate of insurance** from your caterer with the Melody Ballroom listed as the “Named Insured.” While the Melody Ballroom will provide exemplary service for outside catered food, we cannot be responsible for the quality, quantity, or timeliness of delivery

Events at the *Melody Ballroom*

Bar Service We offer a full service bar with beer, wine, & liquor.

- A service charge of 20% will be added to all beverage services
- All bar services must be provided by the Melody Ballroom staff.
- The prices includes set-up for one bar, one licensed bartender, glassware, liquor license & insurance.

Wine

At the Melody Ballroom we serve a range of wines & we are able to acquire specific varieties upon request. Each case contains 12 (750ml) bottles or approximately 48 glasses.

House Red, White or Rosé	\$300 per case
--------------------------	----------------

Draught Beer

We carry an array of beers including domestics, imports, local microbrews & a seasonal brew. Each keg contains 125 pints.

Domestic	\$300 per keg
Import or Microbrew	\$400 per keg

Signature Cocktails

Surpass your guests' expectations by hosting a specialty cocktail. Each batch contains 70 cocktails based on a rocks glass. Please inquire for our current selections.

Specialty Cocktail	\$400 per batch
--------------------	-----------------

Events at the *Melody Ballroom*

Wedding Ceremonies

Hold a ceremony for up to 300 people in the Grand Ballroom or up to 170 people in the Eastside Ballroom. After vows are exchanged, guests can mingle as the Ballroom is swiftly transformed into the reception site.

Traditional Ceremony Fee	\$750
--------------------------	-------

The traditional wedding ceremony service includes:

- Rehearsal Day
- One additional hour of event time
- Theater style chair set up for guests
- Extra staff to smoothly transition from ceremony to reception
- Bottle of champagne for the couple's toast

Décor Upgrades

- Champagne & cider toast for guests- \$3 per person
- Linen napkin in color of choice- \$1 per napkin
- White chair covers- \$2 per chair
- Chocolate fountain with fruit, cookies & other treats- \$5 per person

Showings

- We are available for tours Monday through Friday between 8 am & 5 pm or after hours by appointment only. Call 503.232.2759 or email us at info@melodyballroom.com