

## 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 wheel chair accessible. Room rental discounts are offered with catering minimums.

<i>Grand Ballroom</i>			
800 standing reception 400 sit down reception	Sun-Thurs from \$2,800	Fri from \$3,400	Sat from \$4,000
<i>Eastside Ballroom</i>			
290 standing reception 170 sit down reception	Sun-Thurs from \$1,600	Fri from \$2,400	Sat from \$2,800

## 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 and clean-up
- Service staff
- Cake cutting service as needed
- Guest tables and chairs
- Silverware, china plates and glassware
- White or black linen tablecloths
- Customizable color lighting for the Grand Ballroom
- Centerpiece options: Mirrored tile with clear 10" vase, floating candle and two votive candles



## 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

<b>Buffet</b> Starts at \$36 per person	<b>Family Style</b> Starts at \$38 Per person <u>Served on Platters to Table</u>	<b>Plated Dinner</b> Starts at \$42 per person
Grand Central Bakery Bread	Grand Central Bakery Bread	Grand Central Bakery Bread
3 Passed Appetizers	3 Passed Appetizers	3 Passed 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	

*A service charge of 20% will be added to all Catering Services*

### **Beverage Service Options:**

Water carafes on table included. \$3.00 per person for coffee and hot tea table service. \$2.00 per person for coffee and hot tea central beverage station. Add \$2.00 for unlimited soft drinks beverage station.

## Outside Catering Requirements & Prices

The Melody Ballroom welcomes outside catering with a fee of:

- \$15 per person for buffets
- \$17 per person for family style
- \$19 per person for plated dinners
- \*plus 20% service charge*

### Included Services:

- Set-up
- Clean-up
- Servers
- Silverware, China plates & Glassware
- Black or White linens
- Chafers, Serving Platters, Serving Utensils
- Electric Food Warmer

Outside Caterers do not have use of the Melody Ballroom kitchen. Client can approve designated area for outside caterer within their rented space for no additional cost, or upon availability, additional space may be purchased. Outside Caterers must provide copy of business license.

Food items prepared at home, pre-prepared items purchased from a grocery store, and restaurant take-out food is not accepted.

Beverage service, including alcoholic and non-alcoholic, must be provided by 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.

## Bar Service

We offer a full service bar with beer, wine and liquor. The Melody Ballroom is licensed by the OLCC to provide all beverage services. We do not allow outside beverages, including alcoholic and non-alcoholic, from client or client guests. OLCC requires food to be available when alcohol is being served.

We offer hosted, partially hosted, and cash bar options.

- Full bar set-up fee \$100 per bar
- Beer & wine only set-up fee \$50 per bar
- Bartender fee \$30 per hour, per bartender
- OLCC may require DPSST security for your event. If required, additional fees will apply.
- A service charge of 20% will be added to all beverage services

### **Corkage Fees:**

Clients wanting to provide their own beer and wine must obtain written Melody pre-approval prior to signing the Event Contract, and corkage fees of \$9 wine per bottle and \$150 beer per keg apply. Client must provide Melody with complete inventory no less than 5 days prior to event. Melody will accept ONE delivery inside the building at a mutually agreed upon day and time. Curbside delivery assistance is available for a \$25 fee. ALL remaining beer and wine must be removed by client upon conclusion of event.

## 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
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## 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
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## 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
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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- \$2 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. Call 503.232.2759 or email us at [info@melodyballroom.com](mailto:info@melodyballroom.com)