

# Grace Ballroom

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## Rental Packages

(To have the amount of staff to give you the best experience, prices reflect fewer than 75 guests, or 75+)

### By the Hour

(3 hour minimum)

#### Less than 75

150 per hour

#### 75-130

165 per hour

### Standard Package

8 Hours (8 am-4 pm or 4 pm-12am)

*Includes: Pre-Event Set Up*

#### Less than 75

985

#### 75-130

1060

### Premium Package

15 Hours

*Includes: Pre-Event Set Up, Cloth  
Tablecloths, Table Runners*

#### Less than 75

1920

#### 75-130

1995

### Grand Package

5 Hours Friday, 15 Hours Saturday

*Includes: Pre-Event Set Up, Cloth  
Tablecloths, Table Runners (for both  
days)*

#### Less than 75

2560

#### 75-130

2635

### What does the rental include?

Use of our Ballroom, Event Staff, tables, chairs, and disposable table cloths. If you prefer to bring your own tables and/or chairs, you may.

### What is the maximum capacity?

130

### Are there any other mandatory costs?

Cleaning - 120

Security Deposit - 200 (400 if event has alcohol)

### Cleaning Details

Grace Ballroom will provide a light clean after your event. Excessive cleaning will lead to an extra fee (cost will vary depending on how much work must be done).

### Security Deposit Details

The security deposit will be returned after the event as long as there are no damages, over time, etc. Please allow up to 1 week for the check to go in the mail.

### Staff

Please note that while an Event Manager will be with you for your entire event, our Standard and Premium Packages include Event Staff for 5 hours, and the Grand Package Includes 5 hours for each day. Staff must be reserved from 15 minutes before expected guest arrival until the end of your event. If that time frame is longer than 5 hours, we will charge 15 per Staff Member per hour (not including the Event Manager).

### What do we need in order to reserve the date?

- 1) You need to sign and submit the event rental contract.
- 2) You must pay half of the rental cost upon submission of the contract. This does not include other costs; for example, if you get the Standard Package, half of the rental cost, the amount due with the contract, will be 492.50.

### What is the earliest/latest we can be at Grace Ballroom?

The earliest arrival time is 7 am, and the latest we stay open is 1 am. Any time spent at Grace Ballroom past your event time will result in additional fees for the rental time and for any costs for our staff.

### Dress Rehearsal

You may rent at the rate of 75 per hour any time Monday-Friday, 11 am - 9 pm for rehearsal by appointment.

### Set Up

Please factor in setup and tear down time to your rental period. The Standard, Premium, and Grand Packages Include Pre-Event Set Up, meaning we will set up tables, chairs, and tablecloths for you before your rental period starts.

### Are there any restrictions on alcohol?

In order to have alcohol at the event, we have a few requirements:

- We only allow beer and wine. Beer may not be served in bottles.
- Grace Ballroom will, at your expense, hire an on site Security Officers and Bartenders. They must be reserved the entire time your event serves alcohol, as well as 15 minutes after the bar has closed (3 hour minimum). Alcohol may not be served without Security Officers and Bartenders present.
  - 74 Guests or less - 1 Security Officer, 1 Bartender - \$40 per hour
  - 75 Guests or more - 2 Security Officers, 2 Bartenders, \$80 per hour
- Alcohol may only be obtained through the Bartender during the event. Before alcohol is served, it must be stored in a secured room. When the bar closes, any unserved alcohol will be stored in a secured room, until the event is over. Once the event is over, we will help you bring the alcohol from the secured room to your vehicle. During the event, all unserved alcohol will be in a secure room or with the Bartenders at their station.

### Are there any restrictions on decorations?

We do not allow anything to be attached directly to the walls. We also do not allow glitter or confetti.

### Do you have a kitchen?

Grace Ballroom has a kitchenette that includes a refrigerator, microwave, and some counter space for prepping. It is not a full size kitchen and does not include an oven. We can have your meal catered for you, or you can cater your own food.