



# ALL INCLUSIVE VENUE PACKAGE

## Wedding Reception

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### *Venue: Coley Hall*

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**Size:** 9,000 square feet

**Capacity:** Coley Hall seats 150 to 550 guests. The venue is very flexible and can easily be customized for your wedding reception, banquet, anniversary party or any other private event.

**Parking:** On and off street parking available.

**Pricing:** \$3,000 Weekend Rental Fee (Friday-Sunday); \$1,200 Weekday Fee (Monday – Thursday)

#### **What's included?**

- Event set up and breakdown
- 15 Tables 72 inch round
- 150 black folding chairs

## Rehearsal Dinner

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### *Venue: Roth Room*

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**Size:** 1,100 square feet

**Capacity:** The Roth Room seats 25- 85 guests. The venue is very flexible and can easily be customized for your bridal luncheon, banquet, anniversary party or any other private event.

**Parking:** On and off street parking available.

**Pricing:** \$400 Weekend Rental Fee (Friday-Sunday); \$200-\$400 Weekday Fee (Monday – Thursday)

#### **What's included?**

- Event set up and breakdown
- 10 Black square four top table
- 50 chairs

## Rooms

Your selected private room (Coley Hall or The Roth Room) is reserved for the exclusive use of you and your guests. Every effort will be made to have the reserved room available for set up and/or decorating as early as possible. If the reserved room is being used for an earlier function, the room will be available to you a minimum of two hours in advance. If additional time is requested for set up and/or decoration there will be an additional charge. If you request access to the room 24 hours before your event there will be an additional \$1,000 charge. If you request access to the room more than 2 hours before your event there will be a \$75 per hour charge for access to the space.

## Event Accommodations - Additions Available

### Additional Set-up Options

Additional services, A/V, tables, chairs and linens are available for rental. Below is a price list of basic items, other items are available depending upon your event needs. Additional delivery and administration charges apply.

### Services Audio and Video

200 A/V tech support \$15 per hour

Wedding Cake Service Fee - \$1 per person

Coat check - \$1 per person (\$50 minimum)

Ceremony/Reception chair setup change - \$100

### Tables & Chairs

60 inch round table - \$10 per table White folding chair - \$1.50 per chair

8 foot rectangular table - \$10 per table White resin padded chair - \$3 per chair

4 top table - \$10

### Linens Additional Items

120 inch round white table cloth - \$10 per cloth Cake Table - \$10

90 inch round white table cloth - \$6 per cloth Podium - \$10

8 foot rectangle table cloth - \$5 per cloth Stage - \$75 per 4'x6' section.

## Exclusive Catering:

Provided by The Liberty Catering Company.

# THE LIBERTY CATERING COMPANY

Basic Dinner packages start @ \$18.00/person

## Beverage

In accordance with the State and Local ABC regulations, The Liberty must supply all alcoholic beverages.

## Food & Service Prices

Sample/Suggested menus are available, ask our Facilities Coordinator for information. All prices listed on the sample/suggested menus are the base price. Please note all prices are guaranteed for thirty (30) days and are subject to change. All food and beverage items and charges are subject to a 7% sales tax and an additional 20% gratuity. Rental charges may apply for **additional** flatware, glassware and dishes.

Some events require **additional service**:

Server Service fee – starting at \$20 per server, per hour  
(set-up & clean up time, plus event time)

Bartender fee – starting at \$25 per hour

## Catering Payment Policies

A 50% deposit for all catering fees will be due 1 month in advance of event date. Final payment based on attendees, alcohol purchases and any additional service fees will be due at close of the event by cash or credit card only.

## Catering Guaranteed Attendance

Catering arrangements must be finalized thirty (30) days in advance. In order for our staff to effectively plan and execute your function, we must have a tentative count of guests seven (7) days prior to the day of a special function. It benefits both your guests and The Liberty to have this number as soon as possible during the planning process because last minute changes

# ALL INCLUSIVE CATERING PACKAGES

The below packages are based on a **minimum of 150 person** guest list.

Prices will vary for smaller & larger groups.

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## *Casual*

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**Pricing:** \$6,600.00 or \$44 per person

**What's Included?**

- Tables & Chairs for 150
- Standard white linen for tables for 150
- Cake table with white linen, bride & groom table with white linen
- 150 white napkins & 150 water/tea glasses
- Flatware and plate ware for 150 person buffet
- Basic catering services (excludes bartenders)
- Choose food from casual buffet menu

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## *Classic*

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**Pricing:** \$7,745.00 or \$52 per person

**What's Included?**

- Tables & Chairs for 150, standard white linen for tables for 150
- Cake table with white linen, bride & groom table with white linen
- 150 white napkins & 150 water/tea glasses
- Flatware and plate ware for 150 person buffet
- Basic catering services (excludes bartenders)
- Choose food from classic buffet menu

*You just bring the flowers, music, photographer and cake!*