

# The Gillespie





Elegance, style and historic beauty make The Gillespie Grand Ballroom Louisville's premier venue location. It is the perfect location for large weddings, special occasions, galas or corporate events.



# The Grand Ballroom

Todd Pellowe Photography





# The Grand Ballroom

## Daytime Event Pricing

Daytime event space is available for corporate or social functions. Please call (502) 584-8080 for more information.

## Evening Event Pricing

Pricing includes a 12-hour rental; 4-hours for set up, 6-hours for event, and 2-hours for breakdown. All events must end no later than 12:00 midnight. Additional hours of access may be purchased for \$150/hr based on availability. All fees are subject to change.

## Grand Ballroom and Mezzanine

Friday and Saturday: \$6,000

Sunday through Thursday: call for inquiries

## WEDDING CEREMONY

Ceremonies are permitted in the Grand Ballroom; there is a \$500 fee

## HOLIDAY WEEKENDS

Fridays through Sundays of the following weekends:

*Kentucky Derby Festival*, Memorial Day, 4th of July and Labor Day are \$8,000.

*No events will be scheduled during Thanksgiving and Christmas weekend.*

## Pricing includes access to the following

- Grand Ballroom
- Mezzanine
- Bridal and Groom's Suites

## Also Included:

60" Rounds

6' x 30" Banquets

8' x 30" Banquets

6 Cocktail Tables

Gold Chiavari Chairs with ivory covers

Customizable LED Up-lights

Table Linens: Black, white, ivory or select specialty linens

Complimentary room reset

Decorative trees

2 centerpieces

Set up and breakdown

**Liquor & Bar Service:** Prices vary, based on packages. Pricing subject to change. *All liquor and service must be contracted through The Gillespie.*

**Door Host:** \$45/hour per guard

**General Staff:** \$25/hour per employee

*The Gillespie staffs events based on many factors.*

*Staffing is non-negotiable.*

*All pricing subject to change.*





Modern Elegance,  
relaxed atmosphere and  
a downtown feel make  
The Loft an attractive  
space for intimate  
wedding receptions,  
social functions or  
corporate events  
looking for value and  
sophistication

# The Loft





# The Loft

## Day Time Pricing

Daytime event space is available for corporate or social functions. Please call (502) 584-8080 for more information.

## Evening Event Pricing

Pricing includes 12-hour rental; 4-hours for set up, 6-hours for event, and 2-hours for breakdown. All events must end no later than 12:00 midnight. Additional hours of access may be purchased for \$150/hr based on availability. All fees are subject to change.

## THE LOFT

Friday and Saturday: \$5,500

Sunday through Thursday: call for inquiries

## WEDDING CEREMONY

Ceremonies are permitted in The Loft; there is a \$500 ceremony fee

## HOLIDAY WEEKENDS

Fridays through Sundays of the following weekends:

*Kentucky Derby Festival*, Memorial Day, 4th of July and Labor Day are \$7,500.

*No events will be scheduled during Thanksgiving and Christmas weekend.*

## INCLUDES ACCESS TO THE FOLLOWING

- The Loft
- Cocktail Room
- Bridal Suite

### Also Included:

60" Rounds

6' x 30" Banquets

8' x 30" Banquets

6 Cocktail Tables

Silver Chiavari Chairs with black covers

Customizable LED Up-lights

Table Linens: Black, white, ivory or select specialty linens

Complimentary room reset

2 centerpieces

Set up and breakdown

**Liquor & Bar Service:** Prices vary, based on packages. Pricing subject to change. *All liquor and service must be contracted through The Gillespie.*

**Door Host:** \$45/hour per guard

**General Staff:** \$25/hour per attendant

*The Gillespie staffs events based on many factors.*

*Staffing is non-negotiable.*

*All pricing subject to change.*



# PASSALINO'S

LOUISVILLE'S CLASSIC VENUE

207 West Market Street





# Passalino's



With classic style and vintage aesthetics, Passalino's offers the perfect location for exquisite wedding receptions or corporate events.





# Passalino's

## Day Time Event Pricing

Daytime event space is available for corporate or social functions. Please call (502) 584-8080 for more information.

## Evening Event Pricing

Pricing includes 12-hour rental; 4-hours for set up, 6-hours for event, and 2-hours for breakdown. All events must end no later than 12:00 midnight. Additional hours of access may be purchased for \$150/hr based on availability. All fees are subject to change.

## Ballroom and Mezzanine

Friday and Saturday: \$3200

Sunday through Thursday: call for inquiries

## WEDDING CEREMONY

Ceremonies are permitted in Passalino's; there is a \$500 ceremony fee

## HOLIDAY WEEKENDS

Fridays through Sundays of the following weekends:

*Kentucky Derby Festival*, Memorial Day, 4th of July and Labor Day are \$7,000.

*No events will be scheduled during Thanksgiving and Christmas weekend.*

## PRICING INCLUDES ACCESS TO THE FOLLOWING

- Grand Ballroom
- Mezzanine
- Bridal and Groom Suites

### Also Included:

60" Rounds

6' x 30" Banquets

8' x 30" Banquets

6 Cocktail Tables

8 white sofas

Silver Chiavari Chairs with black covers

Customizable LED Up-lights

Table Linens: Black, white, ivory or select specialty linens

Complimentary room reset

2 centerpieces

Set up and breakdown

**Liquor & Bar Service:** Prices vary and subject to, based on packages. Pricing subject to change. *All liquor and service must be contracted through Passalino's.*

**Door Host:** \$45/hour per guard

**General Staff:** \$25/hour per employee

*Passalino's staffs events based on many factors.*

*Staffing is non-negotiable.*

*All pricing subject to change.*



# The Bar

Our venues hold liquor licenses and carry full liquor liability insurance.

- All guests count toward the following bar packages.
- All bar packages are based on 4-hours of consumption.
- All prices include clear disposable cups, soft drinks, mixers, garnishes and ice.
- Prices do not reflect an 18% service charge and applicable sales tax.
- All Prices, Fees and Brands are subject to change, without notification.
- Outside alcohol will not be permitted

## **Bar Service**

All bar service must be contracted through our venues.

**If the bar package is paid in full within 7 days of contract, you receive a 30% discount.**

## **All bar packages include:**

Ice, Plastic Ware, Napkins, and Bar Linen  
Coke, Diet Coke, Sprite and Ginger Ale

## **Choice and Exclusive packages include:**

Beverage Mixers  
1 signature cocktail and signage

## **Soda Package**

\$10 per guest

Includes: Coke, Diet Coke, Sprite and Ginger Ale

*Event time in excess of 4 hours can be extended for \$3 per guest*

## **Beer, Wine and Soda**

\$20 per guest

Bud Light, Budweiser and Miller Lite Bottles  
House White, White Zinfandel and House Red  
Wines

Ice, Plastic Ware, Napkins, and Bar Linens

*Event time in excess of 4 hours can be extended for \$5 per guest (max 2 hours)*

## **Choice Bar**

\$26 per guest

Choice Selection of:

Finlandia Vodka  
Old Forester Bourbon  
New Amsterdam Gin  
Don Q Rum

Bud Light, Budweiser and Miller Lite Bottles  
House White, White Zinfandel and Red Wines

*Event time in excess of 4 hours can be extended for \$6 per guest (max 2 hours)*

## **Exclusive Bar**

\$34 per guest

Exclusive Selection of:

Tito's Vodka

Woodford Reserve

Hendrick's Gin

Don Q Rum

Bud Light, Budweiser, Miller Lite and 2 additional house selections

Sonoma Curter Chardonnay

White Zinfandel

Sonoma Curter Pinot Nior

*Event time in excess of 4 hours can be extended for \$7 per guest (max 2 hours)*

## **Bar Enhancements**

The following services may be added to enhance any of our bar packages

## **Table-side Wine Service**

\$4 per guest

Wine stewards offer White and Red Wine table-side during dinner

## **Champagne Toast**

\$3 per guest

\*Glassware not included

## **Glassware**

\$2.00 per guest (until glassware is exhausted)

\*plus delivery charge

## **Head Bartender**

\$30/ per hour

*Head Bartender is required for all events*

Head Bartender is scheduled 1.5 hours prior to the start of the event and stay until 1.5 hours after the conclusion of each event

## **Bartenders**

\$25 / per hour

Bartenders are scheduled 1.5 hours prior to the start of event until 1.5 hours after each event.

**Payment plans are available and suggested.**

# Frequently Asked Questions

## **DO YOU HAVE AN APPROVED CATERER LIST?**

The Gillespie, The Loft and Passalino's has recently gone to an OPEN CATERING list. Which means you are welcome to bring in any caterer that is licensed and insured in the state of Kentucky, as long as they agree to do a walk through 45-60 days prior to your event and provide proof of insurance and licensing/

## **IS THERE A CATERING FEE?**

NO! You are not subject to a catering fee in any of our locations.

## **ARE THERE ANY RESTRICTIONS ON ALCOHOL?**

No outside alcohol is allowed in the building. All alcohol and services must come through the venues, this includes before ceremony and after. We have several bar packages to choose from and can arrange for service in bridal and groom suites. Cash bars are allowed on Fridays, but will have a minimum. No one is permitted to order, serve, pour or prepare alcoholic beverages except the venues. By law, alcoholic beverages must remain within the property limits and are not permitted on public walkways, streets etc.

## **WHERE IS PARKING LOCATED?**

There are several surface parking lots and parking garages within walking distance of our venues. If you are interested in valet parking, we are happy to recommend a local vendor.

## **DO YOU PROVIDE AUDIO VISUAL OR IN-HOUSE SOUND SYSTEM?**

No, but we have audiovisual specialists who are familiar with our facility and whom we recommend to our clients.

## **DO YOU ALLOW REHEARSALS?**

Rehearsals may be scheduled eight (8) weeks prior to your event. Day-before rehearsals are not guaranteed and set up may or may not reflect your event. Rehearsals are complimentary if held between business hours of 9am – 5pm; if rehearsals are scheduled after hours, the rental fee is \$150 an hour.

## **IS SOMEONE FROM THE GILLESPIE ON-SITE FOR MY EVENT?**

An on-site coordinator will be on-site from load-in to load-out to assist with your event/venue needs. Please note this staff member is not a day-of coordinator and shall provide limited coordination services.

## **WHAT IS INCLUDED IN MY ROOM RENTAL FEE?**

Your rental fee includes use of the space you have contracted during your contracted hours only (4 hours for set up, 6 hours for event time and 2 hours for vendor break down and load out), tables and chairs, complete set up and breakdown of tables and chairs, and an on-site coordinator to oversee your event. Additional hours of access can be purchased for \$150/hr subject to availability. Drop offs and pick ups must happen day of event.

## **WHEN CAN I TOUR THE GILLESPIE?**

We look forward to meeting you and showing you our spaces. All tours are by appointment only. Please contact our office at 502-584-8080 or by email at [info@thegillespie.com](mailto:info@thegillespie.com)

## **HOW DO I INITIATE A CONTRACT?**

To obtain a contract for the space, please contact us at 502-584-8080 or [info@thegillespie.com](mailto:info@thegillespie.com). A non refundable 50% facility deposit and a \$500 security deposit are due upon signing. All remaining balances are due (3) weeks prior to your event. Changes after 2 weeks before the event are subject to a 10% fee.

## **DO YOU ALLOW MORE THAN ONE EVENT IN AN EVENING?**

The Gillespie offers three distinct event spaces and reserves the right to book events simultaneously. The foyer and the elevator are public spaces; Please note that guests for both The Grand Ballroom and The Loft will have access to the foyer for entry and the elevator. Passalino's, which is located two blocks down Market, may also be booked.

## **WHAT ABOUT DECORATIONS?**

All décor must be freestanding; nothing can be adhered, nailed or taped to the walls or ceiling due to the historical nature of the property. The following is prohibited inside and outside the building: birdseed, rice, confetti, balloons and glitter. Candles are permitted only when flame is enclosed. Uses of real flower petals are permitted on guest tables only- Subject to damage fees. If having ceremony on-site, silk flowers only may be used on the aisle.





# The Gillespie

421 West Market Street

Louisville, KY 40202

502-584-8080

Fax 502-584-8085

[info@thegillespie.com](mailto:info@thegillespie.com)

[thegillespie.com](http://thegillespie.com)

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