Events at

The Emerald ROOM

Pricelist effective December 15, 2018

YOUR AMAZING EVENT DESERVES AN AMAZING VENUE!

The Emerald Room offers 3,500 square feet of event space and a large dedicated private parking lot. From the moment you drive up and see our dazzling marquee sign, until you walk in the door, you'll immediately know this is the ONLY choice for your special event.

The interior of our facility is COMPLETELY brand new and features:

- Brand new oak flooring throughout the facility
- Sparkling color changing chandeliers
- A larger than life dazzling Emerald Room wall logo
- Flowing soft white drapes and greenery through out
- Dimmable light system
- Brand new restrooms
- Beautiful green leather banquet chairs with gold trim
- Spacious dedicated rear parking lot
- Rear prep area with commercial sink
- Water fountains
- Blue tooth enabled sound system
- Amenities such as: linen, sequin decor and glassware
- And our AMAZING 20 foot video wall!

SO GIVE US A CALL AT 866-788-HALL (4255) AND LET'S START THE JOURNEY TO AN AMAZING EVENT THAT WILL CAPTURE LIFETIME MEMORIES!

The Emerald ROOM

23795 Van Dyke, Center Line, Michigan 48015
866-788-HALL (4255)

www.emeraldroomhall.com

Events at The Emerald Room

New for 2019! We have a completely new easy package booking system! We've taken a lot of time to research what customers want and need and we have tailored new packages just for your special event!. *If you are booking a Wedding or a Repast please contact us for those brochures.*

Essentials Package

This hall rental only package includes:

- Six hours total rental time (including set up and breakdown)
- Complete building rental
- Dedicated large rear parking lot
- Green leather banquet chairs
- 60" round tables for guests
- 6 and 8 foot rectangular tables for food, gift etc.
- Color Changing Chandeliers
- Private Prep space with freezer and commercial sink
- Two handicap accessible restrooms
- Two drinking water fountains

**No enhancements are included in this package, client to supply their own linen etc.*

ESSENTIALS PACKAGE PRICING

Guest Count	Monday-Thursday	Friday and Sunday	Saturday
Up to 70 guests	$500	$600	$700
Up to 110 guests	$550	$650	$750
Up to 150 guests	$600	$700	$800

Enhanced Package

This package includes everything in the Essentials package plus:

- White, black or ivory table linen for all tables
- White, black or ivory chair covers

ENHANCED PACKAGE PRICING

Guest Count	Monday-Thursday	Friday and Sunday	Saturday
Up to 70 guests	$750	$850	$950
Up to 110 guests	$850	$950	$1050
Up to 150 guests	$950	$1050	$1150

Emerald Package

Note: Pictures shown to showcase sequin décor and up lighting. Balloons by Party Wow not included.

This package includes everything in the Enhanced package plus:

- An extra hour of event time (seven total)
- Up-lighting
- Sequin décor package (1 -8 foot backdrop, Sequin table runners, 1 sequin overlay)

EMERALD PACKAGE PRICING

Guest Count	Monday-Thursday	Friday and Sunday	Saturday
Up to 70 guests	$1050	$1150	$1250
Up to 110 guests	$1150	$1250	$1350
Up to 150 guests	$1250	$1350	$1450

The Mini Package

The Mini Package is just that! It's designed for 60 persons max for a total of 4 hours rental time which includes set-up and break down. The mini package is only available for Saturday or Sunday breakfast/brunch time events and is perfect for baby and bridal showers, children's parties, prayer breakfast and conferences.

The Mini Package is available during these times only:

10am-2pm, 11am-3pm, 12pm-4pm

The Saturday Mini Package includes:

- 4-hour rental time (includes set up, event time and clean up)
- 60 Crystal Chiavari Chairs
- White or black linen for 6 guest tables
- White or black linen for 4 rectangular tables for food, gift etc.

$575.00

Rental Enhancements

Blue Tooth Enabled Sound System with one microphone	$100
Projector Wall (used with your laptop-not compatible with Apple)	$150
Up-lighting	$125
Permission to serve wine	$100
Wine Glasses	$.065/each
Children's Bounce House	$75
Sequin Décor Package (1-8 foot back drop, 1 overlay, runners)	$135-up

Rental Booking Policies

To ensure a smooth booking process, please read our general contractual and booking guidelines:

Deposit -To book your event a $300.00 ($400.00 for packages over $1.000.00) non-refundable deposit is due. *Meeting Packages must be paid in full.*

Final Payment -All final balances are due two weeks prior to the event (if your event is three weeks or less away payment is due in full).

Damage Deposit -In addition to hall rental fees, a refundable cash damage/security deposit is due of $150. *Some events may require a larger security deposit.*

Vendors -You may hire the vendors of your choice and you may bring your own food or hire a caterer. *Outside projectors are not allowed.*

Rental Time Hall rental times include: all room setup, food setup, decoration, and cleanup time for the event. No early entry or late exits are allowed.

Cancellation – All sales are final. This is in effect immediately after paying your deposit. There will be no cash or credit refunds. If you cancel or reschedule an event, and the event is more than 60 days away, we can issue a Hall Credit.

Clean Up -The hall will be clean when you rent it, you must ensure the hall is clean upon your exit. Rented items from the hall will be set up, client must break down.

Kitchen -The Emerald Room provides a prep space that features: a freezer, commercial sink, and counter space. Our prep space is not equipped with an oven, microwave or ice-maker. However, the prep area is ideal for preparing cold items and placing warm items in chaffing dishes.

DJ's -DJ's are permitted during events. DJ's should have their own equipment and preferably their own table. Music must be played at a respectable level.

Decorating Restrictions -There are no open flames allowed. No glitter or confetti or ceiling décor is allowed.

Event End Times – Weekend events must end by midnight.

Security – Security will be provided only for events that management deem necessary.

16
16
16

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