

Memorial Luncheons at

The
EMERALD
ROOM



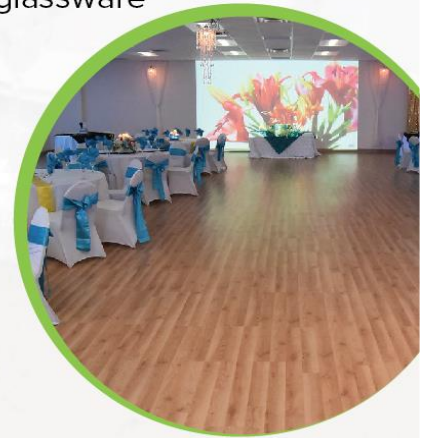
YOUR AMAZING EVENT DESERVES AN AMAZING VENUE!

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!**



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

www.emeraldroomhall.com



Memorial Luncheon/Repast Packages

The Emerald Room considers it an honor and privilege that families choose our venue to gather and celebrate the life of their loved ones. We ensure that your experience will be smooth and stress free from start to finish. We have tailored three packages specifically for Memorial Banquets and Repast to make booking seamless. Our crisp, clean and professional environment will prove a peaceful place to host your loved one's Memorial Luncheon/Repast.

Bronze Package

This package includes:

- Five hours total rental time (including set up and breakdown)
- Green leather banquet chairs
- White, or black table linen for guests and food tables
- Private Prep space with freezer and commercial sink

Up to 100 guests \$600

Up to 150 guests \$700

Silver Package

This package includes everything in the Bronze package plus:

- Bluetooth enabled sound system (connected to your mobile device)

Up to 100 guests \$700

Up to 150 guests \$800

Gold Package

This package includes everything in the Silver package plus:

- 20-foot Video Projector (connected to your laptop—Apple not compatible)

Up to 100 guests \$800

Up to 150 guests \$900

Chair Covers Addition

- Available in white or black (up to 100) **\$200**
- Available in white or black (up to 150) **\$300**



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Repast Booking Guidelines

Payments: All payments are due in full at the time of booking via cash, credit card, Paypal or Cash App.

Damage Deposit -In addition to rental fees, a refundable cash damage/security deposit is due of \$150.

Vendors -You may bring your own food or hire a caterer. *Outside projectors are not allowed.*

Rental Time -5-hour hall rental times include: all room setup, food setup, decoration, and cleanup time for the event. No early entry or late exits are allowed. *Late exit will result in security deposit forfeited.*

Cancellation – All sales are final and not transferrable or refundable.

Clean Up -The hall will be clean when you rent it, you must ensure the hall is clean upon your exit. Client must bring 39 galloon garbage bags. Sweep and remove all trash. Remove linen as instructed.

Kitchen -The Emerald Room provides a prep space that features: a freezer, commercial sink, and counter space only. Be sure to bring all utensils, pans, ice, coolers etc. The hall does not provide food service items.

Loitering -There is no loitering outside the building or the immediate perimeter.

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

Deposit Refund: Your damage deposit will be forfeited in total if: your package goes over the guest count, the hall is left uncleaned or damaged, alcohol, drug use or disorderly conduct is observed inside or outside the hall. If all guidelines are followed, damage deposits may be picked up on Tuesdays 10am-5pm..

Repast Agreement

Client Name _____

Address _____

Phone _____ E-mail _____

Date _____ Time _____ - _____

Package Choice Bronze Silver Gold Guests Up to 100 _____ 101-150 _____

Additions/Notes/Linen Color _____

Package Total _____ + \$150.00 refundable damage deposit =\$ _____

Payment Method _____ Date _____ Amount _____

Damage Deposit Payment _____ Date _____ Amount _____

Client Signature _____ Date _____

ER Signature _____ Date _____

