



Information & Policies

Food & Beverage:

All food and beverage is supplied and prepared by *Puff 'n Stuff Catering*. No outside food or beverage is permitted with the exception of the wedding cake. All prices are subject to change at any time without prior written notification prior to a signed contract.

Final Menu selections should be submitted to your Special Event Planner a minimum of two (2) weeks prior to the event to ensure availability of the desired items. Minimum guest count guarantee to your Special Event Planner is required ten (10) days prior to the event. Increases will be accepted up to 48 hours prior.

Food and beverage minimum expenditures (excluding tax and service charges) must be met to guarantee an event at *The Ballroom at Church Street* up to twelve (12) months in advance (subject to availability). Guidelines are based on requested space, season, day of the week, time of day, and have been designed to offer a variety of options to fit your budget, party size and personal wishes. Consult your *Puff 'n Stuff Catering* Special Event Planner for details.

Facility Fee:

A Facility Fee applies to use The Ballroom at Church Street for all events. The fee includes use of the venue up to a five-hour event time, table and chair set and strike, china, dance floor and all service ware. A fee of \$300.00 per hour will apply for access to the facility prior to scheduled set up time, and after the agreed end times stated on the Special Event Order.

Facility Set-up:

If a change from the original room set-up is requested on the day of your event, a \$150.00 labor charge will be added to the final bill. Event rooms are assigned based on the anticipated number of guests. We reserve the right to adjust room assignments based on your final guarantee. In the event of a substantial fluctuation in the number of attendees, the facility also reserves the right to charge additional setup or room rental fees.

Additional Services:

Your Special Event Planner will provide you with resources to contract additional services on your own, or is happy to do it for you. Here are some of the many things we can help you get checked off your list:

- Floral, Décor, and Design
- Photography
- Videography
- Live Entertainment
- Disc Jockey

THE BALLROOM

CHURCH STREET

- Special Effects (Audio Visual)
- Interactive Activities
- Transportation
- Security Services
- Coat Check

Parking Options:

A variety of parking is available for The Ballroom at Church Street.

http://www.cityoforlando.net/public_works/parking/maps/parking_locator_printable.pdf

http://www.cityoforlando.net/public_works/parking/garages/garage_options.htm

- Church Street Parking Lot (adjacent) managed by Parking Orlando. Contact rroland@parkingorlando.com
- SunTrust Parking Garage (South Street & Boone Avenue) – fees apply
- Church Street Parking Garage (Hughey Avenue & Bob Snow Lane) – fees apply
- City Parking (under I-4) – meter fees apply
- Valet Parking – consult your Special Event Planner for more information
- Parking Lot Buyouts – consult your Special Event Planner for information

Cancellations:

A cancellation that is given between 30-90 days of the scheduled event date will result in a 50% penalty fee, less service charge. Within 30 days of the scheduled event date will result in a 100% penalty, less service charge.

Payment Structure:

Deposits are required on all special events and may be made with a Visa, MasterCard, Discover, American Express, personal check, business check, cashier's check, or cash.

- \$1,000.00 non-refundable deposit shall be made upon signature of Special Event Order to confirm your date and space requirements
- 50% of anticipated revenue is due one (1) month prior to your event
- Balance due one (1) week prior to your event

Service Charge:

A 6.5% Florida state sales tax and a taxable service charge will be applied to all food, beverage, and additional services.

Alcohol:

Licensed bartenders supplied by *The Ballroom at Church Street* (and *Puff 'n Stuff Catering*) will serve all alcoholic beverages at events. It is the responsibility of the client to ensure that alcohol is consumed responsibly and is not served to anyone under legal drinking age.

The logo for The Ballroom Church Street features the word "THE" in a small, serif font at the top center. Below it, the word "BALLROOM" is written in a large, elegant, serif font with decorative flourishes around the letters. At the bottom, the words "CHURCH STREET" are written in a smaller, serif font. The entire logo is rendered in a gold or olive green color.

THE BALLROOM

CHURCH STREET

Smoking:

To assure the comfort of all our guests, *The Ballroom at Church Street* maintains a totally smoke-free environment. It is the responsibility of the client to ensure guests adhere to this policy. If brought into the facility, a \$500.00 additional charge will be applied to the final bill for clean-up and deodorizing services. Smoking is permitted in the South Courtyard facility.

Deliveries:

All deliveries should be prearranged with your Special Event Planner. All delivery materials must be labeled with your name and event date. Deliveries will not be accepted or stored more than 24 hours prior to your event. All articles and equipment must be removed at the time of your departure. *The Ballroom at Church Street* is not responsible for lost, stolen, or damaged articles.