



RESERVING YOUR DATE: NEXT STEPS

WHEN CREATING YOUR CONTRACT, WE WILL NEED ANSWERS TO THE FOLLOWING:

- What 6-hour timeframe do you want for your event?
- Do you need additional event hours?
- Do you need additional VIP suite time?
- What is your estimated guest count?
- What is your planner's name and contact information?
- Which beverage package do you want?
- Do you want any of the beverage upgrades?
- Would you like to rent the parking lot?
- How do you plan to obtain your Special Event Liability Insurance?

When you're ready, send us the answers to the questions above, and we will create a full proposal for you. To secure your date, you will need to both:

- Sign the contract, and
- Pay your 50% deposit through TripleSeat, our online communication platform

COMMITMENT

Our fees include the following:

- Venue rental
- Liquor package
- Admin fee (18% of above)
- Special Event Liability Insurance - \$400
- OPTIONAL: Parking lot (24 spots) - \$750
- 11.25% sales tax

NOT INCLUDED: Catering and bartenders.

RENTAL FEE

Your venue rental includes

- 20-60" round tables
- 10-8' rectangle tables
- 5-6' rectangle tables
- 1 half-moon table
- 10-30" high boys
- 10-3" cabarets
- 200 black Chiavari chairs with cushions
- 2 black portable bars

MOVING FORWARD

As you continue planning your event, keep in mind that:

- Caterer must be chosen from our preferred list. Please come to us with any questions you have on cuisine needs.
- All vendors must be approved by The Penthouse Hyde Park and have a valid COI on file with us.