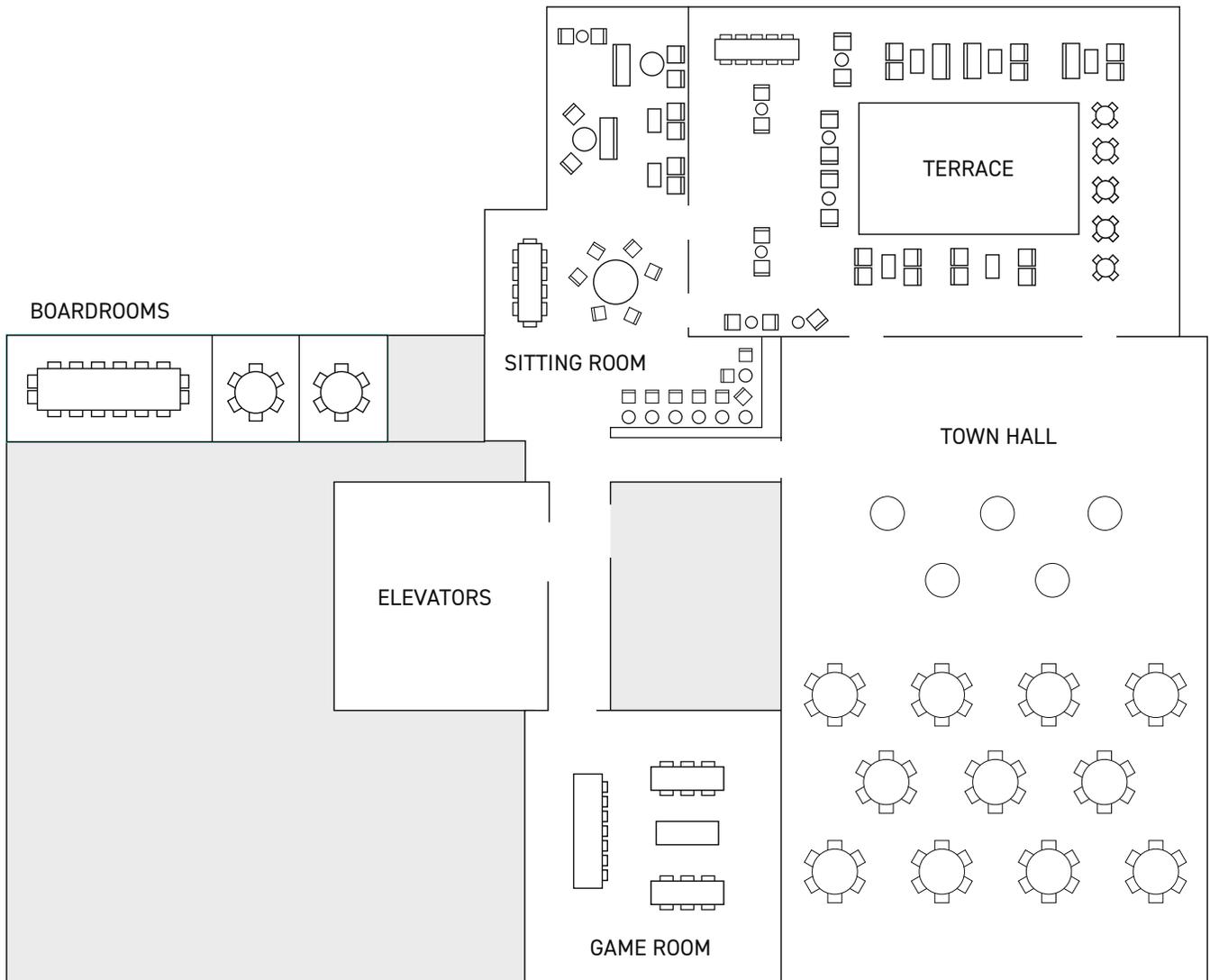


# 167

## EVENTS

### WEDDINGS

# 17TH FLOOR SPACES



	SEATED	RECEPTION
TOWN HALL	350	400
FULL 17TH FLOOR	400	400
GAME ROOM	60	60
SITTING ROOM	—	150
SITTING ROOM + TERRACE	—	250
BOARDROOM 1	16	—
BOARDROOM 2	6	—
BOARDROOM 3	6	—



# WEDDING PACKAGES

## CRYSTAL PACKAGE | 250 PER PERSON

4 Passed Hors D'oeuvres

3-Course Signature Plated Menu

Salad, Pre-Selected Entrée, and 1 Mini Signature Dessert

Cake/Cutting

5 Hour Reserve Tier Bar Package

Including Reserve Wines Served Tableside

Celebratory Half Glass of Sparkling Wine

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## PEARL PACKAGE | 300 PER PERSON

Signature Cocktail Upon Guest Arrival

5 Passed Hors D'oeuvres

3-Course Signature Plated Menu

Salad, Pre-Selected Entrée, and 2 Mini Signature Desserts

Cake/Cutting

5 Hour Premier Tier Bar Package

Including Premier Wines Served Tableside

Celebratory Glass of Sparkling Wine

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## DIAMOND PACKAGE | 375 PER PERSON

Signature Cocktail Upon Guest Arrival

6 Passed Hors D'oeuvres

3-Course Deluxe Plated Menu

Salad, Pre-Selected Entrée, and 5 Mini Signature Desserts  
(Passed or Displayed )

Cake/Cutting

2 Late Night Bites (Passed or Displayed)

5 Hour Marquee Tier Bar Package

Including Marquee Wines Served Tableside

Celebratory Glass of Sparkling Wine

\*Pricing does not include tax, gratuity or 4% event fee



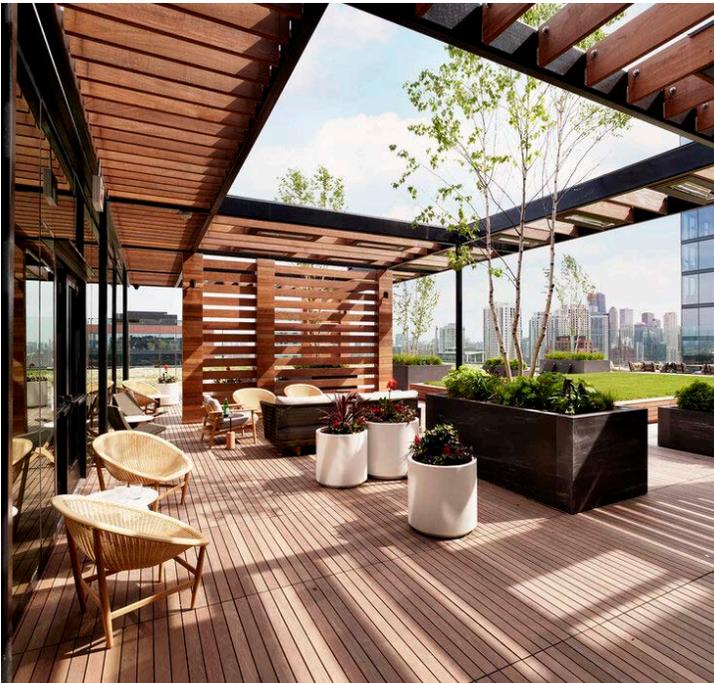
## WHAT ARE THE COSTS ASSOCIATED WITH RENTING 167 EVENTS?

### Food and Beverage Minimum

- Minimum spends fluctuate based on the season, day of the week and timeframe of the event.
- This price reflects the base amount that must be spent to secure the space during your chosen time frame.
- This minimum includes exclusive use of the space listed on your final contract.
- This minimum spend is not inclusive of sales tax, gratuity and a 4% event fee.

### Rental Fee

- The Rental Fee is determined directly by 167 Building Leadership.
- The Rental Fee is based on your date, guest count, spaces utilized and length of time in the space (including load-in, setup and load out).
- The Rental Fee includes onsite Engineering, Housekeeping and Security staff. It also includes the use of all existing furniture and audio visual equipment.
- The Rental Fee is not inclusive of sales tax.



## WHAT ANCILLARY CHARGES MAY APPLY?

### Overtime Fee

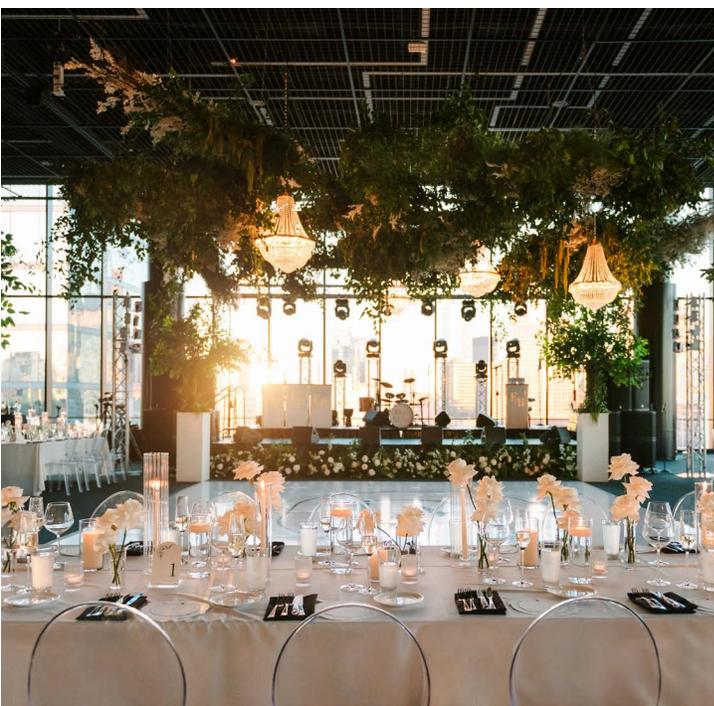
- Patron agrees to pay Restaurant an additional fee in the amount of two thousand dollars (\$2000.00) for each half-hour OR portion thereof that the Event exceeds the contracted time (after 30 minute grace period)

### Room Flip Fee

- The room flip fee is applied any time an event requires a complete change of room setup during an event.
- This applies to the change from wedding ceremony to wedding reception or daytime conference to evening dinner.

### Basketball Rim Removal Fee

- \$1500





### **DOES 167 EVENTS HAVE A LIQUOR LICENSE?**

167 Events has its own liquor license and will provide all alcoholic and nonalcoholic beverage products. We do not allow outside vendors or sponsors to provide alcohol. We also provide bartenders and house bars.

### **DOES 167 EVENTS OFFER ON-SITE CATERING SERVICES?**

Yes, we provide all food and beverage served in the venue. We have a full catering kitchen one floor above the main event space.

### **IS THERE A VENUE COORDINATOR AVAILABLE ONSITE?**

Yes, a member of our team will assist you through the contracting, planning and onsite execution of your event.

For weddings, we recommend hiring a dedicated third party onsite coordinator in addition to the 167 Team.

### **HOW DO I SECURE MY EVENT DATE?**

Once you request a contract, a tentative hold will be placed on the date for five business days. To confirm the date, you will sign your contract and pay a deposit of 25% of your food and beverage minimum.

### **DOES THE VENUE HAVE A CURFEW FOR EVENTS?**

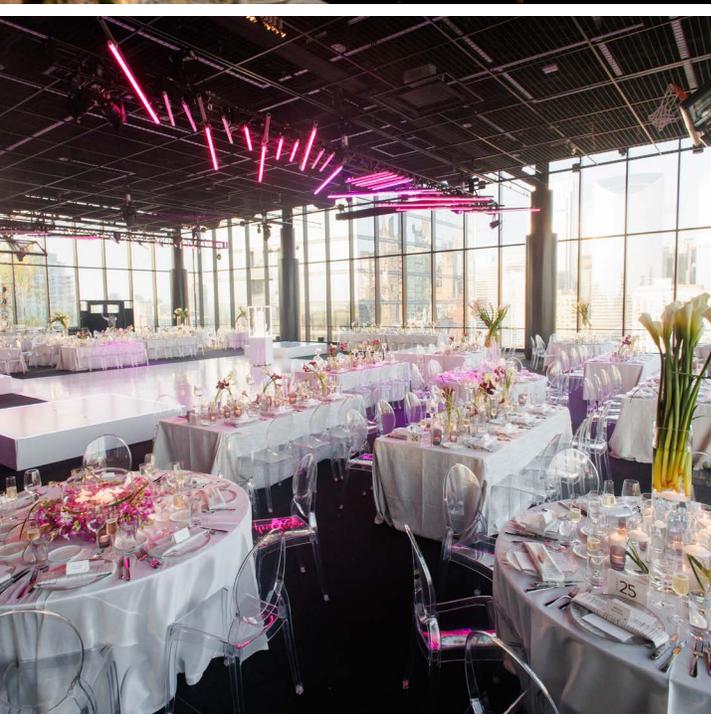
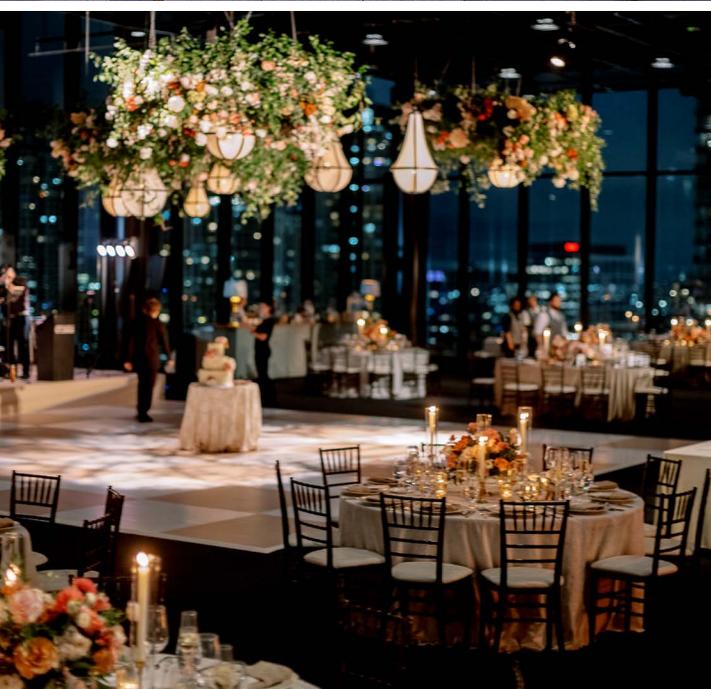
Weekday events must conclude at 12:00am and Saturday must conclude by 1:00am.

### **IS THE VENUE HANDICAP ACCESSIBLE?**

Yes, our venue is handicap accessible and includes four gender neutral and handicap accessible restrooms.

### **DOES 167 EVENTS HAVE DECOR GUIDELINES?**

All decor vendors must meet specific certificate of insurance requirements to load in the space. We do not allow adhesives on any surface, open flame candles on the floor, glitter or helium balloons. Restrictions with mounting and suspending items from the ceiling and walls also apply. Signage in public areas must also be approved prior to the event by the 167 Building Leadership.





#### DOES THE FLOOR SHAKE DURING HEAVY DANCING?

The wood flooring in the Town Hall basketball court is laid as a floating sports court floor over a concrete spring-isolated jacked slab. This is done to separate the basketball court floor from the structural slab, and can create a 'bounce-like' feel or shaking of FF&E during large events with intense music and dancing.

This design is very safe and will not impact your event however it should be taken into consideration when planning tall table decor and tall speaker systems or lighting.

#### WHAT ARE OTHER AMENITIES THAT ARE INCLUDED?

- White China Plateware
- Modern House Flatware
- Schott Zwiesel Glassware
- Gray Table Linens
- Black Linen Napkins
- Printed Guest Menus



#### DOES THE VENUE HAVE ON-SITE PARKING AVAILABLE FOR GUESTS?

We do not offer any self parking options. We provide valet parking on Green Street that you may host for your guests or your guests may pay on their own. Staffing fees apply based on the total number of cars expected to use valet.

- 0-20 cars - \$25 per car
- 21-50 cars - \$250 per attendant staff fee (minimum 2 valet attendants) | \$25 per car
- 50 to 80 cars - \$2500 flat fee (7 valet attendants)
- 100+ cars - \$4,000 flat fee (12 valet attendants) | 160 cars max (garage capacity)





## WHEN MAY VENDOR DELIVERIES AND OTHER DELIVERIES HAPPEN?

Because 167 Events also functions as a tenant amenity space in the office building, during office hours, all vendor deliveries must take place within your contracted event time only. All vendor load in schedules should be approved in writing by a 167 Events Catering Sales Manager.

## DOES THE VENUE HAVE ON-SITE AV EQUIPMENT?

The rental fee includes use of onsite Audio Visual:

- House Music in all spaces
- (2) 55" Television screens in Sitting Room
- (1) 55" Television screen in Game Room
- (1) 65" Television screen in Private Dining Room 1
- (1) 65" Television screen in Private Dining Room 2
- (1) 65" Television screen in Large Boardroom
- (2) Projectors & Screens in Town Hall measuring 191.5" W x 110" H and 9' from the floor  
*One located on the East Side, One located on the South Side.*
- (4) Wireless Microphones in Town Hall



## DOES THE VENUE INCLUDE HOUSE FURNITURE?

Yes, below please find our items that are included in the food and beverage minimum:

- (30) 72 inch Rounds Tables
- (6) 6 ft x 30 inch Tables
- (6) 8ft x 30 inch Tables
- (20) High Top/ Cabaret (30 inches) Convertible Tables

