

George's 217 offers complete services for any event. The ballroom may be rented with or without food and beverage services. **Use of the ballroom is included when food and beverage minimums are met.** Please contact us with any special requests.

FULL BALLROOM: Seats up to 300 guests, includes lobby, 3 bars, courtyard and veranda set up.

SIDE ROOM: Seats up to 100 guests.

**Sunday - Thursday
Daily**

7:30am to 10pm

\$1500 Full Ballroom

\$ 800 Side room

\$1800 Entire Building

or

Food and Beverage Minimum

\$4000 Full Ballroom

\$1400 Side room

\$5000 Entire Building

**Friday - Saturday
Daily**

7:30am to 11:30pm

\$2500 Full Ballroom

\$1000 Side room

\$2800 Entire Building

or

Food and Beverage Minimum

\$6000 Full Ballroom

\$2500 Side Room

\$7000 Entire Building

Holiday Rates

**Thanksgiving to Christmas &
April to July**

\$3000 Full Ballroom

\$1200 Side room

\$3500 Entire Building

or

Food and Beverage Minimum

\$7000 Full Ballroom

\$3500 Side room

\$8000 Entire Building

BALLROOM RENTAL WITH FOOD AND BEVERAGE MINIMUM INCLUDES: Tables with white linens and black napkins, chiavari chairs, dance floor, set up, white china, flatware, glassware and clean up.

BALLROOM RENTAL ONLY INCLUDES (NO FOOD AND BEVERAGE MINIMUM): Tables, black chiavari chairs up to 275, dance floor and set up. \$500 Damage Deposit Must be paid 48 hours prior to event.

CEREMONY FEES: (Applied when room requires 2 set ups such as wedding and reception)

150 guests or more \$800

Less than 150 guests \$500

CEREMONY FEES INCLUDE: Rehearsal Space (SUBJECT TO AVAILABILITY), ceremony space, banquet chairs and tables, bridal and groom suite.

WEDDING RECEPTIONS INCLUDE THE FOLLOWING WITH ROOM RENTAL OR FOOD AND BEVERAGE MINIMUM:

Tables with black chiavari chairs up to 275, dance floor, gift table, cake tables, guest book table, DJ table, bridal and groom suite.

Support Services: (Included when Food & Beverage Minimum is met.) George's 217 offers complete service package when food and beverage minimums are met. The following services are available with rental only agreements:

Concierge \$300.00 per event

Housekeeping \$15.00 per hour (4 hour minimum)

Dishwasher \$15.00 per hour (4 hour minimum)

Servers \$25.00 per hour (4 hour minimum)

Cooks \$20.00 per hour (4 hour minimum)

LINENS: (Included when Food & Beverage Minimum is met.)

Napkins \$.35

Rectangle Table Cloths \$6.00

Round Table Cloths \$8.00

**AUDIO AND VIDEO AVAILABLE UPON REQUEST:
ALL VIDEO PRESENTATIONS MUST BE PROVIDED AT
LEAST 72 HOURS PRIOR TO EVENT**

2 projectors and screens (Must have laptop with HDMI port)

Wireless Microphone

I-pod port for house speakers

ALCOHOL: (Included when Food & Beverage Minimum is met.) George's 217 is the only licensed authority to sell and serve alcohol on the premises, governed by the state of Alabama Alcohol Beverage Control Board. Therefore, by law, alcohol is not permitted to be brought on the premises by outside vendors or individuals. **We do offer a full service bar and bartender upon request with a \$100 Bartender Fee.**

DEPOSITS:

50% Deposit Required to Reserve Date

\$500 Damage Deposit Required when food and beverage service is not provided by George's 217. Must be paid 48 hours prior to event.



George's 217 Special Event Center & Ballroom Rental ONLY Agreement

Name /Guarantor or Company: _____

Billing Address: _____

City: _____ State: _____ Zip code: _____ Country: _____

Home / Work Phone: (____) _____ Cell Phone: (____) _____

Contact Name: _____

Home / Work Phone: (____) _____ Cell / Work Phone: (____) _____

Email: _____

Reservation Dates & Times: _____

Estimated Guests: _____ Rental Amount: _____ Date Paid: _____

Service Fees: _____ Linen Fees: _____ Bartender Fee: _____ Total Fees: _____

50% of rental rate is required as a security deposit to reserve dates.

Deposit Amount: _____ Deposit Paid on: _____

\$500 Damage Deposit Required when food and beverage services are not provided by George's 217. The damage deposit must be paid 48 hours prior to event. Damage deposit will be returned if property is left as per agreement.

FUNCTION:

- Corporate Function
- Prom
- Club Meeting
- Birthday Party

- Wedding
- Awards Banquet
- Formal
- Community Event
- Concert/Show

- Wedding Reception
- Appreciation Dinner
- School Banquet
- Gala
- Holiday Party

- Rehearsal Dinner
- Business Mixer
- Graduation
- Lead Out
- Other _____

- Anniversary
- Seminar
- Fund Raiser
- Cotillion

RENTAL RATES:

Sunday - Thursday

Daily

7:30am to 10pm

- \$1500 Full Ballroom
- \$ 800 Side room
- \$1800 Entire Building

Friday - Saturday

Daily

7:30am to 11:30pm

- \$2500 Full Ballroom
- \$1000 Side room
- \$2800 Entire Building

Holiday Rates

Thanksgiving to Christmas &

April to July

- \$3000 Full Ballroom
- \$1200 Side room
- \$3500 Entire Building

Included Requested Items:

- Tables
- Banquet Chairs
- Dance Floor
- Podium
- Wireless Microphone
- 1 Projector
- 2 Projector
- CAD Drawing / Recommended Layout

CEREMONY FEES: (Applied when room requires 2 set ups such as wedding and reception)

- 150 guests or more \$800
- Less than 150 guests \$500
- Interior Drapes \$150

CEREMONY FEES INCLUDE: Rehearsal Space (SUBJECT TO AVAILABILITY), ceremony space, banquet chairs and tables, bridal and groom suite.

SLIDESHOWS:(Client must provide photos in digital format)

- Custom Slideshow \$100
- Custom Slideshow with Music \$125
- Custom Name/Logo Projection \$100

DECOR UPGRADE:

- Mixture of Tall & Short Vases Floating Candles \$300
- Flower Special Requests – Cost +50%
- Tulle & Lights \$100 each
- Large Floral Urn \$200 Per Urn- # of Urns: _____

RENTAL WARES: All rental wares must be returned clean. Linen Fees include cleaning by George's 217.

LINENS	Price	QTY	Amount	TABLEWARE	Price	Qty	Amount
White Round Table Cloths	\$ 8.00		\$	5" Bread Butter Plate	\$.25		\$
White Rectangle Table Cloths	\$ 6.00		\$	7" Salad/ Dessert Plate	\$.35		\$
Black Napkins	\$.30		\$	10 1/2" Plate	\$.40		\$
Runners	\$ 2.00		\$	Charger	\$.75		\$
Toppers	\$ 3.00			Glass Dessert / Salad Bowl	\$.25		\$
FLATWARE				Soup Cup	\$.25		\$
Forks	\$.20		\$	Coffee Cup & Saucer	\$.35		\$
Knives	\$.20		\$	Tea Water Goblets	\$.35		\$
Spoons	\$.20		\$	21 oz. Wine	\$.50		\$
SERVING PIECES				Martini Glass	\$.50		\$
Tea pitcher	\$1.00		\$	Specialty Glass	\$.50		\$
Coffee pitcher	\$1.00		\$	Urns	\$10.00		\$
Full Hotel chafing dish	\$10.00		\$	Eiffel Tower Vases	\$4.00		\$
Serving Trays	\$2.00		\$	Tall Cylinder or Special Vases	\$5.00		\$
Carts	\$5.00		\$	Standard Vases	\$.50		\$
				Floating Candles	\$1.00		\$
				Square Votive Candles	\$.50		\$
Total	\$						-

Kitchen & Wait Stations:

Kitchen and wait stations are subject to availability and must be reserved when contract is executed. Kitchens and wait stations are available for use but contents are not. Please refrain from using George's 217 equipment, product, pots, pans, utensils, glassware and plates without permission. **Caterer must be approved by George's 217.**

\$500 KITCHEN EQUIPMENT RENTAL INCLUDES: REFRIGERATION, DISHWASHER, OVENS, STOVE & FRYER

Support Services are available from George's 217 to assist during your event at the following rates:

- Concierge Service \$300 per event
- Housekeeping \$15.00 per hour (four hour minimum)
- Dishwasher \$15.00 per hour (four hour minimum)
- Servers \$25.00 per hour (four hour minimum)
- Cooks \$20.00 per hour (four hour minimum)

ALCOHOL:

George's 217 is the only licensed authority to sell a serve alcohol on the premises, governed by the state of Alabama Alcohol Beverage Control Board. Therefore, by law, alcohol is not permitted to be brought on the premises by outside vendors or individuals. We do offer a full service bar and bartender upon request. George's 217 reserves the right to refuse service to any patron under the age of 21 or any patron that shows signs of impairment.

George's 217 reserves the right to remove any guests that bring alcohol from outside sources into the building.

- No Alcohol will be served during event
- Alcohol Service for purchase. \$100 bartender fee + 20% Gratuity of all Bar Sales.
- Alcohol Service paid by guarantor. \$100 bartender fee + 20% Gratuity of all Bar Sales.
- Alcohol Service paid by guarantor with limit. \$100 bartender fee + 20% Gratuity of all Bar Sales.

Beer and Wine may be purchased by the case & Alcohol may be purchased by the bottle:

Beer	Cases	Amount	Total
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
Wine	Cases	Amount	
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
Alcohol	Bottles	Amount	
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
		Total	\$ -

CLEAN UP: Please leave the property as you found it.

Minimum clean up that must be done by the rental party includes: sweeping floors, cleaning any surfaces that have been used for food or drink and removing dripped candle wax.

- Garbage is to be disposed of in dumpster bins located in the back Alley & 2nd Street. (PLEASE CLOSE DUMSTER LID)
- A shop vac and mop may be available for use.
- All floors must be clean and free of debris, crumbs, candle wax and spills.
- The stove must be clean and free of food particles, spills, and dried or caked on debris.
- All counters must be clean and free of food particles, spills, and dried or caked on debris.

In the event the property is left unclean the following charges may be added in addition to loss of the damage deposit.

Cleaning Fees –	Parties under 100	\$300
	Parties 100-200	\$500
	Parties 200-300	\$600

Availability for Friday set up/ delivery (for Saturday event) or Saturday set up/ delivery (for Sunday event) is determined by management of George's 217 on a 'to be determined' basis. Unless your required set-up day (day before your event) is reserved by your party for an additional non-refundable rental fee, the date is not guaranteed for set-up. (Additional fees are \$450. full day 8 hours set up, or \$250. half day 4 hours set up). When the property is determined available by George's 217 the day before an event without a reservation, complimentary set up time is available.

George's 217 reserves the right to cancel due to unforeseen events.

CANCELATIONS: George's 217 has the right to retain full deposits for any events canceled within 90 days of an event.

No Smoking in the Building.

No open flames, candles must be in a container so the wax cannot drip out of the container. Guarantor is responsible to replace any linens or furniture damaged by candles.

Sparklers must be prearranged prior to event. Guarantor is responsible to replace any linens or furniture damaged by sparklers.

Curtain Rods are available to hang ALL Décor. No tape, nails, or tacks allowed on any walls.

Guarantor is responsible for all guests and outside vendors and all responsibility for any damage to the property above normal wear and tear.

When not in use, please turn off lights.

When the AC/heat is on, please keep all doors and windows closed.

Don't leave the property open and unattended. All doors and windows must be checked and locked before leaving.

Guarantor is responsible for all guests and outside vendors and assumes all responsibility for any damage to the property above normal wear and tear.

I have read and agree to abide by the agreement, I am responsible to relaying this information to all people involved.

Signature: _____ Date: _____

Please review our information, call with additional questions

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Sheffield, AL 35660
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Contact: Frank Vafinis