



*Details*

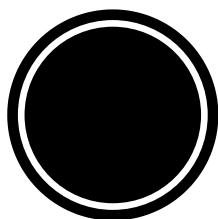


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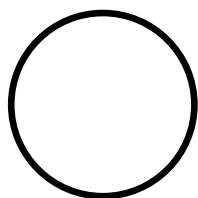
[emily@simplyemproductions.com](mailto:emily@simplyemproductions.com)

# linens

## ROUND TABLES



black



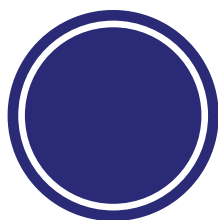
white



hunter  
green



pink



navy blue



linen



tan

Round Table: Linens  
Farmhouse: Runner

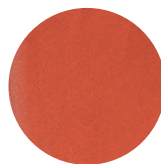
## FARMHOUSE RUNNERS



white



sage



rust



dusty sage



blush



navy



dusty blue

## photo hoop

6.6 ft. width, white or gold hoop for  
balloons, stretch cover or faux  
flower garlands

## lanterns & candles



Lanterns (gold or black, pictured) are  
available for all guest tables with LED  
candles or floating candle trios



## LINENS & TABLES

Three 8 foot wooden farmhouse tables (must stay in the center of the room)  
| FOUR 6 foot round tables | Choice of linen color (see options below)  
| Two 6 foot tables for food service |  
Cake / Gift table | Buffet for drinks and refreshments

## DECORATIONS

Lanterns (Gold or Black) with LED candles for all guest tables | Floating Candle  
Trios | Two floor easels with adjustable sign height | Fireplace faux greenery &  
LED candles | White or Gold 6.5 foot standing hoop available for balloon or  
photo backdrops.

## VENUE DECORATION RESTRICTIONS

Clients are not permitted to utilize command strips or tape on walls or fixtures.

Items may not be hung on sconces or light fixtures.

Two hooks are pre-secured on fireplace for garlands-garlands may not exceed 15  
pounds.

Glitter, confetti and real flame candles are not permitted.

Pipe & drape are not permitted. Balloon arbors and banners must be free standing,  
may not block exits. All feet and bases of arbors and banners must be covered to  
prevent scratching of venue floor.

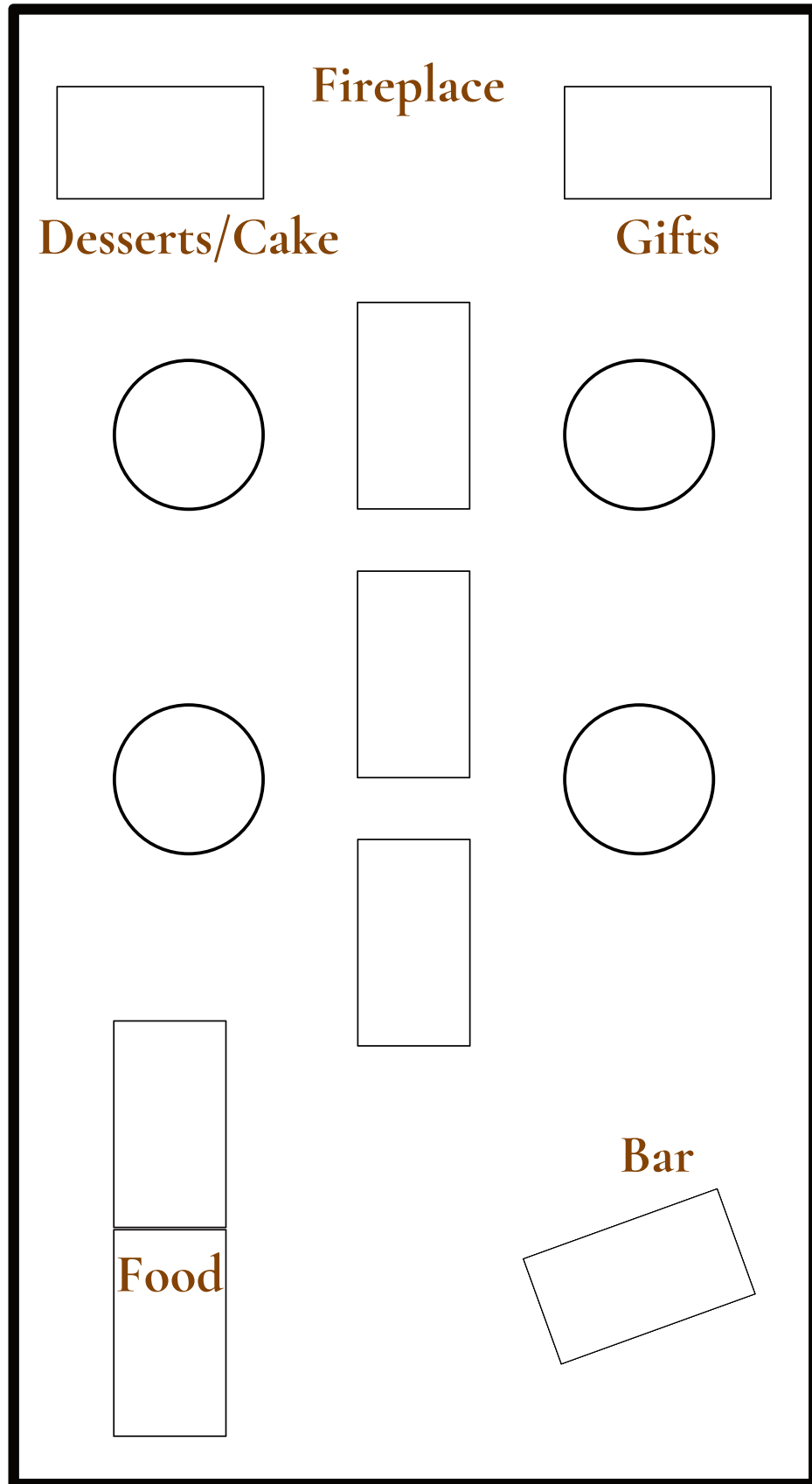
## TECHNOLOGY

SmartTV with speakers is available for use.

Ability to connect to music apps and screen mirroring with computer (client  
must provide their own laptop).

# floor plan

tables seat up to 8





# overview

## What is the rental cost?

Space is available for up to 6 hours for \$600\* (Thursday-Sunday).

Additional hours available for \$125 per hour. A non-refundable deposit of \$300 is due to secure date with a signed contract. Cash or check payments are accepted for deposits, room rental fee and bar services. Checks can be made payable to SIMPLY EM PRODUCTIONS LLC.

\*Sales tax is applied to this fee if the client also selects bar services.

## What is your capacity?

We are able to accommodate up to 60 guests.

## What are the food and beverage requirements?

Clients must contract privately with a licensed caterer or restaurant for all food needs. Non-alcoholic beverages, sealed, in their original containers may be served by the client, or catering services may provide non-alcoholic beverages. Food prepared in home kitchens or personally by the client is not permitted to be served as established by Health Department Code.

## Are we able to have alcohol?

All alcohol MUST be provided by the Willow Room (Simply Em Productions). Beverage packages and Mimosa Bars are available for purchase. Please see details in our packaging.

## What amenities are included with our rental?

All tables, chairs and table linens are provided, along with additional tables for gifts, food and dessert. Private entrance, two private restrooms, coat closet, and 40 parking spots are available for the client and their guests.