



## **Holiday Party Rental Information**

We are excited to offer a specialized Holiday Party package at The Garden Room!

### **Rental Rate**

\$1,000.00 for 5 hours

Venue access can begin as early as 9:00 am. Events must conclude by 12:00 am.

**\*The 5 hour rental does not include additional time for setup or cleanup.  
If additional hours are desired, they can be added for \$250.00/hr.**

### **Included Amenities:**

- 3,500 sq ft of indoor heated and cooled space
- Outdoor patio terrace and gardens with bistro lighting
- Indoor and outdoor tables for varied floor plan options (round & rectangle)
- Indoor chairs (150 brown resin cross back chairs)
- Patio chairs and lounge set
- Tall Cocktail Tables
- Cafe tables in lounge area by the bar
- Reserved onsite parking (17 spots)
- Audio-visual equipment (LCD projector, 2 portable PA speakers, 2 wireless microphones)
- Beverage package options including bar staff

### **The Reservation Process:**

- Read through this welcome page
- Schedule a tour at The Garden Room, if desired
- Submit contract and non-refundable \$250.00 to reserve event date
- Let the real planning begin! Venue is secured, now let all the other details fall into place!

## **Holiday Party Beverage Price List**

### **Beverage Packages**

#### **Package 1: Beer and Wine, Hosted - \$12.00/person**

Client may choose 4 wines and 4 beers from the provided list.

Lemonade, water and tea provided at no additional cost.

#### **Package 2: Beer and Wine + 2 Canned Cocktails, Hosted - \$15.00/person**

Clients may choose 4 wines, 4 beers, and 2 cocktails from the provided list.

Lemonade, water and tea provided at no additional cost.

#### **Package 3: Combo Bar - Price Varies**

Client may set a dollar amount to go towards alcohol. Once that threshold is met, the bar will transition to a pay bar. Client may choose 4 wines and 4 beers from provided list. We recommend adding on tea and lemonade for guests.

#### **Package 4: Pay Bar**

Guests pay for all alcoholic beverages. We recommend adding on tea and lemonade for Guests.

#### **Package 5: Lemonade, Tea, and Water Only - \$25.00**

We will provide lemonade, water and tea for the duration of the event.

**\*Packages include service for up to 3 hours\***

### **Bartenders/Beverage Service**

There will be a \$25.00/per hour, per employee, staffing charge for all beverage services.

The hours charged for staffing will include one hour prior to event start time, the hours of the event, and one hour for clean-up. One bartender is required for an event unless only package 5 is chosen. A separate beverage quote and payment for all beverage needs will be made. Payment is required 7 days before the event. ALL packages require clients to additionally pay for the Bartender plus a 20% gratuity fee. Gratuity is not required from the client for Pay Bar sales. The Garden Room will not serve alcohol to guests who are younger than 21, and guests who are 21 and older will be asked to provide proper identification. We reserve the right to terminate bar service for any individual that we deem necessary.

Guests younger than 21 or guests who are pregnant do not need to be included in guest count for alcoholic beverage package purposes.

## **Beverage options**

### **Wine**

Cab Sav  
Cabernet  
Malbec  
Merlot  
Pinot Noir  
Chardonnay  
Sauvignon Blanc  
Riesling  
Pinot Grigio  
Rose  
Champagne  
Prosecco

### **Beer**

Michelob Ultra  
Coors Light  
Coors Banquet  
Bud Light  
Miller Light  
Scarlet Letter Seltzer  
Modelo Especial  
Ozark IPA  
Ozark Lager  
Fossil Cove La Brea Brown  
Fossil Cove Blonde  
New Belgium Fat Tire

### **Canned Cocktails**

Margarita  
Old Fashioned  
Manhattan  
Negroni  
Gin Martini  
Mai Tai  
Espresso Martini  
Bees Knees  
Daiquiri

### **Frequently Asked Questions:**

- **The Outdoor Gardens:** We will work diligently to keep the outdoor garden spaces beautiful and lush but please keep in mind the time of year you will be having your event. The spring gardens will look different then the fall gardens. We love how Fayetteville has distinct seasons and we feel our venue looks truly beautiful all year long, but it does change with the seasons and we want you to remember when planning your event!
- **Catering:** Our clients can choose to have food provided by any licensed, professional kitchen. Whether you choose to pick up food and set it up yourself or you have a full-service caterer come and set up for you, all food must be prepared in a licensed kitchen. There are many great options in NWA and we are happy to provide recommendations to you!
- **Pre-Party Set Up:** We will bring all needed tables and chairs out of storage and have them ready in the main reception hall for you to place in your desired layout.
- **Clean Up:** ***All contracts include a \$250.00 fee for cleaning.*** Along with taking all personal items, there will be a list of tasks to be completed before leaving. These include, but are not limited to: stacking chairs, placing outdoor furniture back in place and gathering trash. We simply want the venue to be left in the same way it was when you arrived.
- **Candles:** Flames do not have to be enclosed but must be in/on a candle holder to prevent wax dripping on any other surfaces.