

INFORMATION:

# TEDDY'S HALL

Complete with its own full stocked bar, bartender, stage, and disco ball, Teddy's Hall is perfect for groups of 15-50 guests! There is a \$500 bar minimum to reserve the space any day of the week for a 3-hour timeframe. Teddy's Hall can be reserved anytime during normal operating hours Monday - Thursday, and until 10pm on Fridays and Saturdays.



# BAR OPTIONS

## WITH SEVERAL OPTIONS TO CHOOSE FROM, WE CAN CUSTOMIZE A DRINK PACKAGE TO FIT THE NEEDS OF YOUR PARTY!

#### INDIVIDUAL TABS

Guests open their own tab and/or pay as they go.

#### **GROUP TAB**

There are several different options to running a group tab for your party:

- Open Bar run a group tab for the entire party.
- Run a group tab for a certain period of time. (ex. the first 2 hours)
- Run a group tab to a certain amount (ex. the first \$200)
- Use of drink tickets to be applied to a group tab.

  (ex. each guest receives 2 drink tickets for call liquor and beer only)
- Open Bar with Exceptions a group tab customized to include or exclude certain drinks (ex. no shots)

# PLANNINGINFO

## REQUIREMENTS

There is a \$500 bar minimum to reserve the space any day of the week for a 3-hour timeframe. The back space can be reserved anytime during normal operating hours Monday - Thursday, and until 10pm on Fridays and Saturdays.

#### CONFIRMATIONS/DEPOSITS

A credit card number is required to secure a specific date. The credit card is only charged if we are not given a 2-week notice for cancellation or if the services provided are not paid in full after the party. Any damages incurred to The Roosevelt Room will be charged to the credit card on file. You will be notified of any charges.

#### CANCELLATION POLICY

A \$100 cancellation fee will be applied to the credit card on file if we are not given a 14-day notice of cancellation.

#### NO-SHOW POLICY

A \$300 no-show fee will be applied to the credit card on file if your entire party fails to show up without cancelling first.

#### **MENUS**

The Roosevelt Room does not serve food, but does allow for outside catering to be brought in for a \$50 clean up fee.

## METHODS OF PAYMENT

Payment is due immediately upon completion of the party. We accept MasterCard, Visa, Discover, American Express, and cash. We cannot accept payment before the day of the services rendered.

### TAX & GRATUITIES

All food and beverage prices are subject to a state sales tax. There is no automatic gratuity added to any food or beverage sales. We suggest leaving a 20% gratuity for the staff working your event.

At The Roosevelt Room, our goal is to make the planning of your event as stress-free and enjoyable as possible!

Please inform our sales staff of any need in finding decor, transportation, av equipment, djs, bands, photographers, florists, or any other outside service. We are happy to recommend one of our preferred vendors to help make your party perfect. If there is something in this packet you don't see, just let us know!

For more information and to see videos of our private party rooms, visit www.foureg.com and click on "Private Parties".

The Roosevelt Room is located at: 7500 Bales Street I Suite A-104 I Liberty Township, OH 45069 513.360.9990 I rooseveltroomoh.com



#### TO RESERVE A PRIVATE ROOM, PLEASE CONTACT:

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