



## **VENUE INFO & FEES**

### **CAPACITY**

Our intimate indoor space is 2400 sq. ft. The number of guests that we can host varies based on the setup (i.e. head table, dance floor, DJ, dessert table, podium, etc.). Indoors, we can host up to 150 guests with round tables and up to 200 with long tables. Again, this number varies based on the addition of the aforementioned items. Our patio can accommodate an additional 80 guests at round tables under the tent (available May - October). A garden ceremony can accommodate up to 200 guests (theater style).

### **OUTSIDE FOOD/DRINKS**

The Hidden Gem Event Venue holds a Liquor License issued by the State of Michigan as well as a Catering License issued by Ingham County Health Department. All alcohol, food and beverages served at our venue are a liability to The Hidden Gem.

**We do not permit use of the kitchen under any circumstances for anyone other than Hidden Gem Staff. We do not permit outside alcohol under any circumstances. We do not permit homemade or unsealed non-alcoholic beverages under any circumstances.**

For this reason, outside catering is permitted at our venue *only* when The Hidden Gem is unable to accommodate a menu request (typically authentic cultural cuisines).

If an outside catering request is approved by the Hidden Gem, that service must be provided by a Licensed and Insured Caterer (documentation required). Food must be cooked at the Caterer's place of business. Food must arrive on site hot and ready to serve buffet style. All serving equipment, setup, and serving utensils must be provided by the Caterer or Client. All plates, cups, napkins, eating utensils, etc. must be provided by the Caterer or Client. Disposables are recommended, as use of the kitchen by anyone other than Hidden Gem Staff is never permitted. Cleanup of outside catering services are the responsibility of the Client.

Disposable dishes, flatware and cups are available for purchase from the Hidden Gem (must be requested at least 2 weeks prior to the event). Dishes, silverware, glassware, tablecloths, and napkins are available for rent (must be requested at least 3 weeks prior to the event as dishwashing staff have to be scheduled in advance). An additional service fee will apply for all purchases and rentals.



## VENUE RENTAL INFORMATION

Room-only options are available for events that are not planning to serve *any* food at all or for events that have been approved to bring in outside catering. Room fees may be reduced when booking a full package with The Hidden Gem.

- The following Venue Fees include the indoor banquet room and outdoor spaces (patio & garden)
- The Venue Fee includes tables and chairs indoors (set up by our staff).
  - An additional fee will be required for events that exceed 150 Guests.
  - An additional fee will be required for the setting up of two separate spaces (Ex: ceremony setup outdoors with reception setup indoors).
- Events that require 6 hours or less, will be required to choose between the times of 9am-3pm or 5pm-11pm. This allows for two events within one day. This also helps with staff scheduling (Hidden Gem Staff are onsite for ALL events. No exceptions).
- Table linens, Decorations, all A/V equipment, etc. are an additional fee.
- Peak Saturdays (May - October) require an event minimum (venue, décor, food, etc.) of \$5,000 (this is a *minimum* only and can increase based on requested services). If a peak date is available 90 days prior, that minimum does not apply. 3<sup>rd</sup> Party vendor fees are not included in this event minimum.

## VENUE USE FEE

### **Peak Saturdays (May- October)- \$2,500**

(Includes 8 hours of use and Tent Fee. \$200 per hour after. Tax and service charges not included. Damage deposit not included. Total event minimum still applies. See above.)

### **Off-Peak Saturdays (November - April) - \$1250**

(Includes 6 hours of use. \$150 per hour after.

Tax and service charges not included. Damage deposit not included)

### **Sundays & Fridays (May - October) - \$1,750**

(Includes 6 total hours of use and Tent Fee. \$150 per hour after. Tax and service charges not included. Damage deposit not included.)

### **Sundays & Fridays (November - April) - \$1000**

(Includes 6 total hours of use. \$150 per hour after. Tax and service charges not included. Damage deposit not included.)

### **Monday-Thursday (all year)- \$500**

(Includes 4 total hours of use. \$125 per hour after. Tax and service charges not included. Damage deposit not included.)