



General Event Information

Facility Pricing

FACILITY	SUNDAY - THURSDAY		FRIDAY - SATURDAY	
	Daytime	Evening	Daytime	Evening
Breakfast Room 30 seated 45 standing	\$150	\$250	\$200	\$300
Ballroom 80 seated 125 standing	\$250	\$350	\$300	\$650
Courtyard 120 seated 200 standing	\$250	\$350	\$300	\$650

Rental Timing

Facilities rent in 9 hour time blocks --- 4 hours for setup, 4 hours for the event, and 1 hour for breakdown

Any rental that runs past 4pm is considered to be an "Evening Event"

All amplified music at events must end by 10:30pm (unless the Licensee has rented all rooms within hotel)

Events must end by 11:00pm (unless the Licensee has rented all rooms within hotel)

Deposit + Payments

A non-refundable deposit of 1/2 of the facility rental rate is due at the time of booking. Final guest count and remaining balance due 1 week out from event date.

Facility Rental Includes

- Assorted Banquet Tables
- Banquet-Style Chairs
- Podium and Mic (if needed)
- Wifi
- Access to catering kitchen

Alcohol Policy

The Fitzpatrick holds the sole on-site alcohol license. Any alcohol consumed in our event facilities must be provided by The Fitzpatrick. Various alcohol packages and pricing are available. Please inquire with your salesperson for more information.

Outside alcohol violates our on site license and is not allowed.

Alcohol guest count guarantees are due 7 days out from the event and cannot decrease beyond that point. The guest count can, however, increase up until 48 hours out from event.

Pre-paid, hosted bars include a licensed and insured bartender. Consumption, cash or ticketed bars will incur a \$100 bartender fee for the 4 hour event to cover labor.

Event Insurance

Event liability insurance is required for all events hosted at the historic Fitzpatrick Hotel. General liability special event insurance is used to protect the insured against property damage, bodily injury, etc. that may occur at your event.

A certificate of liability (minimum \$1 million dollars) is required. The following companies must be listed as 'additional insured':

- Real Estate Advisory
- The Fitzpatrick Hotel

Proof of insurance must be provided 7 days out from event date with final guest count and final Payment.

Caterers

All caterers must be licensed and insured. Caterers are responsible for providing all of their own catering equipment, plates, flatware, etc...

The kitchen and all facilities used by caterer must be returned to their original state, otherwise a \$250 (minimum) cleaning fee will be assessed to the licensee.

Setup and Cleaning Fee

Should you need assistance setting up or breaking down your event, the Fitzpatrick staff can assist for a \$100 starting rate.

Should event facilities not utilized by the caterer not be returned to their original state, a \$250 (minimum) cleaning fee will be assessed.

Discounted Room Blocks

Four rooms or more booked simultaneously associated with an event receive a 15% room rental discount.

See separate room block agreement for more information.

Wedding Ceremonies

A ceremony fee of \$150 will be assessed in order to host a wedding ceremony on site. The ceremony fee covers:

- 1 ½ hours on a day preceding the event, clients may rehearse their ceremony with their officiant, bridal party, family, etc., here at the property
- Adding the ceremony onto the event increases the event time from 4 hours to 5 hours

Upgrade Options within Fitzpatrick

Please inquire with your salesperson for more information on the below upgrades offered internally at The Fitzpatrick

- Customized Event Planning, Wedding Planning and Day-of Coordination services
- Chair upgrades (garden chairs, chiavari chairs, etc)
- Linens
- Event Floral Design

We look forward to working with you to make your event a great success!!!