



VENUE RENTAL PACKAGES

RECEPTION ONLY

5:00PM – 11:30PM

\$1600 Friday | \$2000 Saturday | \$1300 Sunday

\$1400 Friday | \$1800 Saturday | \$1100 Sunday

April through December

January through March

- * Dedicated Event Specialist and On-Site, Day-Of Event Coordinator
- * Setup and Takedown of all Room Décor, Centerpieces, Place Cards, and Favors
- * Guest Tables for up to 210 Guests
- * Contemporary Cushioned Banquet Chairs
- * Black, White, or Ivory Table Linens and Your Choice of 12 Linen Napkin Colors
- * Stainless Steel Cutlery & China
- * Real Glassware at Bar and Tableside
- * Auxiliary Tables (Cake, DJ, Place Card, Gift, etc.)
- * Cocktail Tables in Balcony Lounge & Near Bar
- * Buffet Room with Exposed Brick Wall
- * Exclusive On-Site Caterer, *Culinary Infusion*

CEREMONY & RECEPTION – *Includes Everything in the “Reception Only,” plus the following:*

4:30PM – 11:30PM

\$2600 Friday | \$3000 Saturday | \$2300 Sunday

\$2400 Friday | \$2800 Saturday | \$2100 Sunday

April through December

January through March

- * Bridal Party access to Circa on Seventh at 2:30PM with Ceremony beginning at 4:30PM
- * Private Bride’s Room use for Ceremony & Reception
- * Ceremony Style Seating for up to 120 Guests
- * Setup of All Chairs and Changeover from Ceremony to Reception
- * All Ceremony-Related Table Needs
- * One-Hour Wedding Rehearsal Time

FULL DAY RENTAL – *Includes Everything listed above, plus the following:*

10:00AM – 11:30PM

\$3400 Friday | \$3800 Saturday | \$3100 Sunday

\$3200 Friday | \$3600 Saturday | \$2900 Sunday

April through December

January through March

- * Access to Circa on Seventh beginning at 10:00AM
- * Bride’s Room and Balcony space at 10:00AM for bride and bridesmaids to get dressed and ready, and take photos
- * Champagne upon Bridal Party Arrival
- * iPod Dock for Bridal Party to Play Music while Getting Ready
- * Luncheon Menu Options
- * Stocked Fridge with Bottled Water
- * Flexible Ceremony Time and Ceremony Guest Count

(Holiday venue rental rates may apply)





CATERING POLICIES

EVENT DEPOSIT

To secure Circa on Seventh for your private function, a non-refundable deposit equal to the cost of the venue rental, and signed contract is required. The deposit will be applied to your final invoice.

To secure your date, payment may be made by check, cash, or credit card. Circa on Seventh requires a credit card number be on file for all events to cover any additional charges incurred on the day of the event.

PAYMENT SCHEDULE

Six months prior to your event, an additional non-refundable payment of \$1,000 is due (Applies to Weddings Only). Ten (10) days prior to your event date, 100% of the remaining balance of the estimated contract is due. Any incidental charges and/or damages to the building or its contents will be incurred by the client, and reflected on your final invoice.

PRICING AND SERVICE FEES

For evening events a food and beverage minimum of \$8,000 is required on Saturday evening as well as a minimum guest count of 120 guests. A food and beverage minimum of \$4,000 is required on Friday evening as well as a minimum guest count of 60 guests. Please consult Event Specialist for off-season minimums.

A 22% event production/service fee and 5.5% sales tax will be reflected on your final invoice.

Prices may be subject to change to reflect market conditions. Final menu pricing may be requested in writing sixty (60) days prior to your event.

FOOD AND BEVERAGE

Final Menu and Beverage selections must be confirmed thirty (30) days prior to your event date.

With the exception of wedding cake provided by a licensed bakery, no food or beverage may be brought into Circa on Seventh without prior approval of the Event Specialist. Any outside desserts are subject to a handling fee. Should any food or beverage be brought on-site without prior consent, it will be held by the event staff until the conclusion of the event.

In order to comply with health department regulations, leftover food and/or beverage may not be taken off-premise.

Bartender setup fee will apply to cash or tally consumption bars.

No shots, martinis, blended drinks, or Long Islands will be served.

Any guest 21 years of age or older will be included in a bar package. Bartenders have the right to ID and refuse service to any guest, as they see appropriate.

GUEST COUNT

Final guest count confirmation is due to Circa on Seventh ten (10) days prior to your event date. Final invoice is based on your guaranteed count and is not subject to reduction. Should your guest count exceed the guarantee, the updated guest count will be reflected on your final invoice. We will not set or be obligated to serve more than 5% over your guaranteed guest count.



VENDOR SETUP AND DECORATIONS

All deliveries (flowers, cake, DJ, etc) may be made up to two (2) hours prior to the event, unless special arrangements have been made. All vendors (DJ, photo booth, bakery, etc) must provide Circa on Seventh with a Certificate of Liability 30 days prior to the event date. Client is responsible for requesting documentation from their vendors.

Our event team will be happy to assist in the setup of room décor, centerpieces, and favors for your special event. Please confirm early drop-off arrangements with the Event Specialist. Décor must be taken at the conclusion of your event.

All candles must be enclosed in glass (votives, tealights, pillars, etc). Taper candles and Scented Candles are not allowed. Any costs associated with burns, wax or smoke damage will be incurred by the client.

Clients are not permitted to use ladders or exterior equipment in decorating. Affixing any materials to the walls, floors, ceilings or furnishings is not permitted. Helium balloons are not allowed. Bubbles or fog machines are not allowed inside venue. Ceremony Aisle runners and flower petals may not be used. Glitter, confetti, or decorations smaller than one inch in diameter may not be used for decorating. A \$100 cleanup fee will be applied to your final bill if this is not adhered to.

Hors d'oeuvres Receptions are subject to a cocktail table rental fee. Please consult Event Specialist for pricing details.

LINEN

Your choice of white, ivory, or black linens are included with your venue rental. Should you prefer another color or fabric-style, floor-length linens are available starting at \$13.25 per guest table.

SECURITY

Circa on Seventh does not assume responsibility for the damage or loss of property of any items brought into the banquet space by the client, vendors, or any guests; including damage due to any "Acts of God". All items must be removed from Circa on Seventh at the end of your event. Children are not allowed in the balcony at Circa, unless accompanied by an adult. Venue has the right to hire security based on need, at the client's expense.

COAT CHECK

The coatroom is available to your guests. For a hosted coat check, please consult your Event Specialist.

SMOKING POLICY

Circa on Seventh is a smoke-free facility. Smoking is permitted outside of the building in the designated area. Smoking inside any part of the property is prohibited. Costs associated with burns, smoke damage, or fire will be incurred by client.

CANCELLATION POLICY

Should it be necessary to cancel your event, the following policy concerning deposit and forfeitures will apply:

Time of Cancellation

Over 6 months prior to event
1 month - 6 months prior to event

Forfeiture to Circa on Seventh

1st deposit
1st and 2nd deposits

