



MICHIGAN HALL RENTAL



*The*  
**Emerald**  
ROOM

## THE EMERALD ROOM NOW BOOKING!

THIS BRAND NEW STATE-OF-THE-ART 150 SEAT FACILITY IS AVAILABLE FOR ALL YOUR SPECIAL EVENT, BUSINESS, RELIGIOUS AND ENTERTAINMENT NEEDS.

23795 Van Dyke, Center Line, Michigan 48015  
866-788-HALL extension 2

[WWW.MICHIGANHALLRENTAL.COM](http://WWW.MICHIGANHALLRENTAL.COM)



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A member of the Michigan Hall Rental Family, The Emerald Room is our newest space and it's absolutely amazing. From the moment you pull into the parking lot and look up at our dazzling marquee sign until you walk in the door, you'll immediately know this is the **ONLY** choice for your special event.

The interior of our facility is **COMPLETELY** brand new and features:

- Brand new oak flooring throughout the facility
- Sparkling color changing chandeliers
- A larger than life dazzling Emerald Room wall logo
- Flowing soft white drapes and greenery through out
- Dimmable light system
- Brand new restrooms
- Beautiful green leather banquet chairs with gold trim
- Spacious dedicated rear parking lot
- Rear prep area with commercial sink
- Water fountains
- Blue tooth enabled sound system
- Amenities such as: linen, sequin décor, bounce house and glassware
- And our **AMAZING** video wall!

Our 3500 square foot facility seats up to 150 and can accommodate any special, corporate or entertainment event!



**MICHIGAN HALL RENTAL**

## **Rental Rates**

*Effective October 11, 2018 subject to change*

### **Administrative**

**Base hall rental time includes: tables, banquet chairs, color changing chandeliers and one security guard.**

Five-hour block (one hour set up, three hours event, one hour clean up)	<b>\$695.00</b>
Saturday Rate (one hour set up, three hours event, one hour clean up)	<b>\$750.00</b>
Additional Time	<b>\$150.00/hour</b>
Permission to Serve	<b>\$100.00</b>
Saturday all day buyout (1pm- 1am)	<b>\$1800.00</b>

### **Audio/Visual**

Blue Tooth Enabled Sound System with one microphone	<b>\$100.00</b>
Up-Lighting	<b>\$125.00</b>
Projector Wall (for up to four hours of use)	<b>\$150.00</b>
Projector additional time (over four hours) per hour	<b>\$25.00</b>

### **Chairs, Covers and Linen**

Chairs, Covers and Table Linen include set up only. Renter to take down.

Stretch Chair Covers (white, black, ivory)	<b>\$2.25/each</b>
Crystal Chiavari Chairs (for events up to 60 guests)	<b>\$5.00/each</b>
Linen for Round Tables (white, black, ivory)	<b>\$10.00/each</b>
Linen for Rectangular Tables (white, black, ivory)	<b>\$10.00/each</b>
Floor Length for Round Tables (white, black, ivory)	<b>\$13.00/each</b>
Linen Napkins *available in a variety of colors	<b>\$0.45/each</b>

### **Sequin Décor**

Colors available: Silver, Gold, Black, Royal Blue

8 Foot sequin backdrop (frame included)	<b>\$75.00</b>
Rectangular Sequin Overlay	<b>\$25.00/each</b>
Sequin Table Runners	<b>\$5.00/each</b>

### **Tableware & Misc**

Tableware includes set up only, client must take down and clean dinnerware. Please inquire about take down and cleaning quotes.

Set: Dinner plate, salad plate, dinner forks, salad forks, knife, spoon	<b>\$3.50/per setting</b>
Wine Glass Only	<b>\$0.65</b>
Bounce House	<b>\$75.00</b>

### **Booking Policies**

To ensure a smooth booking process, please read our general contractual and booking guidelines:

**Deposit** -To book your event a \$300.00 non-refundable deposit is due.

**Final Payment** -All final balances are due two weeks prior to the event (if your event is three weeks or less away payment is due in full).

**Damage Deposit** -In addition to hall rental fees, a refundable cash damage/security deposit is due of \$150.00.

**Vendors** -You may hire the vendors of your choice and you may bring your own food or hire a caterer.

**Rental Time** Hall rental times include: all room setup, food setup, decoration, and cleanup time for the event. When requesting a quote, please consider the total time you will need for your event from set up to exit.

**Cancellation** – All sales are final. This is in effect immediately after paying your deposit. There will be no cash or credit refunds. If you cancel or reschedule an event, and the event is more than 90 days away, we can issue a Hall Credit.

**Clean Up** -The hall will be clean when you rent it, you must ensure the hall is clean upon your exit. If you would like for the hall to clean up after your event, please request a quote.

**Kitchen** -The Emerald Room provides a prep space that features: a freezer, commercial sink, and counter space. Our prep space is not equipped with an oven, microwave or ice-maker. However, the prep area is ideal for preparing cold items and placing warm items in chaffing dishes.

**Parking** -There is parking in the immediate front lot, and a private spacious rear lot and public city parking lots if needed.

**Chairs and Tables** -We have elegant green leather banquet chairs with gold trim. We have 60” round tables for guests and two 8-foot tables for food and 6-foot tables for gifts, etc.

**DJ's** -DJ's are permitted during events. DJ's should have their own equipment and preferably their own table. Music must be played at a respectable level.

**Decorating Restrictions** -There are no open flames allowed. No glitter or confetti or ceiling décor is allowed.



