



# KTN Ballroom

## Facility Rental Information

DAY	Price for event ending by 3pm (Up to 120 guests)	Price for event starting after 5pm (Up to 120 Guests)
Monday-Thursday	N/A	\$2,000
Friday	N/A	\$2,500
Saturday	\$3,000	\$3,500
Sunday	N/A	\$2,800

Rental rates include an allotted time of use for 6 hours until 11:00PM. 6 hours or rental time include 4 hours of event time with 2 hours for prep-time. Additional fee of \$200 will be charged per hour after 11:00PM until 01:00AM.

\*\*Events on following holidays and weekends will incur an additional \$500. (Memorial day weekend, Fourth of July weekend, Labor day weekend, Thanksgiving day, Thanksgiving weekend, Christmas Eve, Christmas day, Christmas weekend, New year's Eve, New Year's day and New Year's weekend).

### **Grand Ballroom rental includes:**

- \*Private use of the Grand Ballroom, lobby, bridal suite and groom's room
- \*60" round table and standard banquet chairs (Solid tablecloths and chair covers)
- \*Separate buffet room and 6 buffet tables
- \*Two side projectors for any visual presentations
- \*DJ table (DJ must provide their own speakers, microphones and necessary equipment)
- \*LED uplighting system (wide beam of vivid colors) on stage and ballroom wall
- \*Dance floor
- \*Additional 3 skirted tables (i.e. Guest sign-in table, gift table, photo table) and cake table
- \*Head table for bride and groom (48 inch round)

## **Ceremony:**

If you would like to have both a Ceremony & Reception, wedding ceremony will cost an additional \$500, which includes the setup of the room for the ceremony (without flip). This fee includes one hour of ceremony and two hours of rehearsal time on a weekday (excluding Holidays) during office hours (M-F 10AM-5PM) if the hall is not reserved or on the day of the event. If there is a ceremony to reception flip there will be an additional \$350 to flip the ceremony to reception.

## **Catering:**

A preferred caterer must provide contracted food and beverage services. This is to ensure that all services are in alignment with the quality and reputation of the Ballroom. There will be a \$350.00 outside cooking fee applied to the final bill. A signed copy of the caterer's guidelines must be received 30days prior to the event with a copy of a valid business license and a proof of liability insurance in order to cater the event at our facility.

## **Alcohol:**

Due to a city of Duluth Alcohol regulation, KTN Ballroom can **only** allow alcohol to be brought in through an authorized caterer who has a City of Duluth liquor license. This alcohol has to be served by a licensed bartender that has been trained by the City of Duluth Police Dept. In the case that alcoholic beverages are served, a security officer specified by the KTN Ballroom MUST be hired at the group's expenses. It will be \$240.00 per event up to 200 guests after that next security will be at \$180.00.

## **Reservation Policy:**

All reservations require a signed contract to reserve the date. All reservations are made on a first come first serve basis. **Dates cannot be held nor promised to be held without a signed contract and a 20% nonrefundable security deposit.** Also service charge of 10% will be added to contracted amount. The purpose of the non-refundable security deposit is to secure a date for your event. In addition, a \$500 refundable damage deposit is due. The damage deposit is refunded within 14days after the event, assuming no damages or changes (time/ headcount/ late cancellation) were incurred. The remainder of the payment amount is divided into two installments. First half is due 120 days before the event. The final half is due 30days before the event.

## **Cancellation Policy:**

Should you find it necessary to cancel your event, you will be held responsible for the Ballroom's potential loss of revenues as follows:

If cancelled within 90 days of the event, 75% of the estimated revenue is due.

If cancelled 91-120 days of the event, 50% of the estimated revenue is due.

If the event is cancelled less than 120 days prior to the event date, all deposits and payments will be forfeited and there will be no refund.



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We are open Thursdays and Fridays: 9:00 AM to 6:00 PM.  
Weekends are appointments only.

