



7401 E. 1st Ave Denver, CO 80230

303.366.0007

www.soileddove.com

BANQUET AND EVENT POLICIES

Confirmations/Deposits/Payment: One-third of the food and beverage minimum is due as a non-refundable deposit two weeks within receiving the reservation agreement along with a signed copy to confirm the event. The remaining event balance is due on or before the day of the event. Any exceptions to these payment arrangements must be accepted in writing and approved by the Tavern Hospitality Group. All credit cards are accepted. If paying by check please make the check payable to The Tavern Lowry Inc. The Accounting department address is the Tavern Hospitality Group, 538 E. 17th Ave., Denver, CO 80203

Attendance Guarantee: An attendance guarantee is required five business days prior to event. If a guarantee is not submitted, you will be charged for the guest count on your contract.

Food and Beverage Minimum: If a minimum is required to reserve space privately, the minimum may be met in food and beverage EXCLUDING TAX AND SERVICE CHARGE; however, should the total for food and beverage fall below the required minimum EXCLUDING TAX AND SERVICE CHARGE, a room rental fee will be added to bring the total to the required minimum.

Menu Selections: Menu selections must be made at least two weeks prior to event.

Tax and Service Charges: All food and beverage prices are subject to a 20% service charge and 8.1% sales tax. Groups requesting a sales tax exemption must provide their tax exemption letter with federal tax id prior to the scheduled event.

Damages: Client agrees to be responsible for any damage to the premises or equipment by guests and outside groups contracted by host during the event.

Optional Labor: Client may request a coat check attendant, additional door attendants (one greeter per event is included), or security for \$100 each.

Outside Food and Beverage: Outside food of any kind is not permitted with the exception of specialty desserts from a licensed business. Cakes that are cut in-house or specialty desserts displayed on our platters a \$1.00 per person charge will be assessed. Alcoholic beverages, including wine, may not be brought into the restaurant from an outside source.

Audio/Visual Material: Please provide audio or visual material one week before event to allow for adequate testing and if necessary altering of material. Within 72 hours we are not responsible for audio/visual materials. An in-house graphic artist is available to assist with multimedia needs for an additional cost.

ADDITIONAL EVENT PLANNING SERVICES

Entertainment

DJ and Karaoke - \$375 up to five hours; \$100 each additional hour (allow one hour for load-in and sound check).

Wedding DJ (includes consultation) - prices vary

Client's CD's or I-pod

In-house music available upon request

**Production cost for light and audio technicians varies depending on the entertainment

Our talent buyer can assist with choosing a band for any occasion. Band prices vary.

Online Ticket Sales

Online ticket sales may be arranged for \$85. They will be available 24 hours a day on www.soileddove.com along with event information listed on the Tavern Hospitality Group's homepage.

Gobo Light Overlays

Light overlay to display image on curtains, wall, or floor. Display company logo, one of our in-house logos, or a custom image. In-house logos include: musical notes, welcome, happy birthday, birthday scene, and lava lamp. Custom images start at \$20. Set-up fee per gobo is \$50.

Exterior Digital Marquees

Two large marquees are situated on either side of the Tavern Lowry exterior. Rotating with concert list \$50 and static \$100.

Multi-Venue Advertising Screens

Full-color LCD screens located at seven Tavern Hospitality Group locations throughout Denver promote upcoming events and promotions. Event must be open to the public. Weekly rate \$75.

Graphic Design

In-house print and electronic media design. \$50 per hour, one-hour minimum.

Décor

White or Black linens \$6 per linen. White or black linen napkins are included.

White tea light candles \$.75

Bud vases \$6

We will assist you with ordering any specialty linen, floral arrangements, specialty desserts and wedding cakes, or other event needs.
