

Policies & Guidelines

Use Fees with In-House Catering Option

The Marquis on Magnolia Use Fee includes the private use of our Banquet Hall, including use of the Marble Foyer, for up to four hours, plus two hours of decorating time immediately prior to event. Tables, chairs, linen tablecloths and napkins (white, champagne or black), flatware, glassware and china for up to **250 guests** are also included. Table mirrors and pillar candle centerpieces are available and included in the package for up to **250 guests**. Tables, chairs and extra items required for seating over 250 guests will incur additional fees.

Weekday	\$750
Friday	\$1,500
Saturday	\$2,750
Sunday	\$2,000

Use Fees with Outside Catering Option

The Marquis on Magnolia allows outside catering with approved vendors. Caterer will be required to pay a user's fee of \$300. Use fees include private use of our Banquet Hall, including use of the Marble Foyer, for up to four hours, plus two hours of decorating time immediately prior to event. Tables and chairs are included for up to **250 guests**. Linen tablecloths and linen napkins are available, upon request, for an additional fee. Tables, chairs and extra items required for seating over 250 guests will incur additional fees.

Weekday	\$1,000
Friday	\$2,000
Saturday	\$3,000
Sunday	\$2,500

Holiday rates are exceptions to the above rates and include the following holidays:

New Year's Eve/Day	Thanksgiving Day/Weekend
Valentine's Day	Christmas Eve/Day
Easter/Weekend	Memorial Day/Weekend
July 4 th /Weekend	Labor Day/Weekend

The Marquis on Magnolia welcomes all non-profit groups. Please let our Coordinator know if you are eligible.

Damage Deposit

Damage Deposit: \$350

Deposit will be mailed within 30 days **after** your event, assuming there is no damage. Bubbles, sparklers, birdseed, rice and confetti are not allowed inside the building. Balloons and rose petals (on tabletops, **ONLY**) are allowed with prior permission of **The Marquis on Magnolia**. Any taping, tacking or stapling to the walls, columns, and handrails of stairs is not allowed. Smoking is prohibited inside the building. Client is responsible for guest compliance with facility regulations.

Security Fee

Security Fee: \$175

One uniformed police officer, per 100 guests, is required for all events. ***The Marquis on Magnolia*** assumes no liability for lost or stolen articles.

Room Payment & Deposits

The room use rate ***plus*** the damage deposit is due, with the signed Facility Use Agreement, as your reservation fee. Any remaining balance will be due in four incremental payments: 90 days, 60 days, 30 days, and 10 days prior to the event. The final guest count (guaranteed minimum) is due 14 days prior to the event. Client may increase the guest count until four days prior to the event.

Cancellations

The Client party assumes liability for cancellations or date changes and will be responsible for 50% of estimated total bill if such occurs. When using ***Outside Catering***, client will be responsible for **100%** of estimated total bill. **Any and all payments are non-refundable should cancellation or date change occur after signed Agreement is received.**

Ceremony

The Marquis on Magnolia offers a beautiful venue for your ceremony. We are unable to provide a separate Bride or Groom Area. ***The Marquis on Magnolia*** welcomes your choice of minister or officiant. *Ceremony Fees start at a minimum of \$300, depending on the degree of services requested. The ceremony fee includes 1-hour for the ceremony. This is in addition to the 4-hour reception time.

*Please note: A ceremony is only permissible if ***The Marquis on Magnolia*** is hosting the reception.

Catering Service

Scampi's Café & Catering is the exclusive in-house caterer for ***The Marquis on Magnolia***. ***Scampi's*** executive chef has created exceptional menu selections especially for ***The Marquis on Magnolia***, to provide our clients with maximum flexibility to customize their menu for their guests. Our chef will be glad to accommodate any additional menu selections. Please discuss your ideas with our Coordinator. A 20% service charge and an 8.25% sales tax will be added to all food and beverage purchases. ***Scampi's Café & Catering*** offers private 'tastings.' There is a minimum requirement of two, and a maximum of six guests for \$35 per person. Group Tastings are also available and are scheduled by our Coordinator for all clients to attend. Please see our Dinner, Hors D'oeuvres, Themed and Specialty Menus for a variety of selections.

Your choice of an outside caterer is welcome at ***The Marquis on Magnolia***. Please check our Outside Catering Policies for fees and pertinent information.

Bar & Beverage Service

BYOB, Hosted, Cash and Limited Consumption bar options are available. Please discuss your preferences with our Coordinator and refer to the ***Bar Package and Services*** information packet. Iced tea, water and coffee are included in the pricing with the Dinner Menus, Hors d'Oeuvres Packages, Specialty and Themed Menus. Sodas are available for an additional charge of \$1.50 per person. Punch equipment rental is available for an additional fee of \$100 per 100 guests. The punch fee includes use of Crystal Punch Bowl, Champagne Flutes or disposable Punch Cups and ice. Client is responsible for punch recipe and ingredients. Cash and Consumption Bars require a \$250 deposit to ensure minimum purchase requirements are met. All balances for Cash and Consumption Bars must be paid in full at the end of event.

Event Planning

The Marquis on Magnolia is proud to offer limited event planning for your special event. We will coordinate your reception package, including arrival of vendors and breakdown times, for an additional fee. Rates start at \$500.

General Information

All scheduled events are required to have a beginning and ending time. Patrons are allowed thirty minutes to vacate facility. Banquet staff will begin breakdown at contract end time. There will be a \$200 charge per hour exceeding contract-ending time.

Parking

The parking lots directly behind our building, as well as to the west, across Fifth Avenue, may be used for parking. Lost or stolen items are the responsibility of the guest and not ***The Marquis on Magnolia***.

Decorations

All decorations (wedding, stage, staircase, tables, etc.) are the responsibility of each client. All decorations must be removed from facility by contracted event end time. We will be happy to recommend vendors that will assist you with decorative ideas. Any decorations left past your contracted event time will become the property of ***The Marquis on Magnolia***.

Miscellaneous Charges

The Marquis on Magnolia gladly welcomes wedding cakes from any bakery. A \$100 cake-cutting fee will be assessed on any cake that our staff serves. This service is included on any cake purchased through ***The Marquis on Magnolia***.