

## VENUE RENTAL INFORMATION

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## PRICE LIST

Monday-Thursday | \$6,500  
Friday and Sunday | \$8,500  
Saturday | \$10,500

### **PUBLIC EVENTS & HOLIDAY RATES:**

Monday-Sunday | \$12,500

\*We offer \$1,000 off for 501(c)(3) organizations.



## THE CADRE BUILDING

Located in the heart of Downtown Memphis, The Cadre Building is the opportune venue to accommodate local and destination events. Built in 1928, the building's historic charm and elegance make The Cadre perfect for events of all types. Our unique space consists of three different levels: the ballroom, landing, and mezzanine. These beautiful areas are ideal for wedding ceremonies and receptions, corporate cocktail events, luncheons, rehearsal dinners, social gatherings, proms and formals, fashion shows, non-profit events, concerts, and more.

149 MONROE AVENUE  
MEMPHIS TN 38103



## POLICIES

### DEPOSITS/PAYMENTS

**YOUR DATE IS NOT CONFIRMED UNTIL DEPOSIT, SIGNED CONTRACT, AND CREDIT CARD ON FILE ARE RECEIVED.**

A 50% venue deposit is required to reserve your date and is payable upon signing the contract. The remaining event balance will be due (30) days before the client's scheduled use of the building. We accept cashier's checks and credit/debit cards as forms of payment. We do not accept cash or personal checks. A 3.5% processing fee is added to all credit card transactions.

### CATERING

If you select a catering company that is not on our recommended vendors list, the catering company you select must supply us with their catering license, proof of insurance, and health score 30 days prior to your event. Catering must be full-service. No drop off catering allowed.

### ALCOHOL

A variety of bar packages are available through The Cadre. All alcohol must be provided and served by The Cadre Building's bartending staff. There will be a 22% service charge applied to all bar package options that goes towards bartenders' gratuity.

### BARTENDERS

The Cadre Building only hires friendly and knowledgeable TABC certified bartenders to work our events. We work exclusively with Memphis BarTies.

We require (2) bartenders for the first (100) guests. Beyond 100 guests we customize your bartender count based on the number of bar fronts you will be utilizing.

Bartenders are paid \$? per 5hr event. If you purchase additional event hours the bartender fee will increase accordingly.

### EVENT DURATION

Your event day will consist of ten hours: five hours for vendor set-up and the use of our getting ready spaces, and five hours for your event time. We allow vendors an hour and a half for clean-up and item removal. If you are hosting a wedding ceremony at The Cadre Building, you will be allotted an hour of rehearsal time the week of your wedding to be scheduled with our venue manager. Additional event hours may be added for \$350 per hour and must be booked at least two weeks prior to your event for staffing purposes.

### CAPACITY

The Cadre Building can accommodate up to 950 people. Our best fit is between 150-750 guests.

### PARKING

We are surrounded by parking garages in the Downtown area. We recommend the One Commerce Parking Garage at 120 Union Avenue Memphis, TN 38103. If you purchase pre-paid parking passes through us, this is the garage we utilize. We recommend relaying parking information to your guests by word of mouth, save-the-dates, and event website.

### SECURITY

One security guard is included for each event. For weddings and receptions of 400 guests or more, additional guards may be required for \$300 each. For larger guest counts, public events, and school group events additional security will be required at the rate of \$300 per guard. Guards will be present from the beginning of the event until the last guest leaves.

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## VENUE RENTAL INCLUDES

Three levels of event space: Ballroom, Landing, and Mezzanine

(250) Gold chivari chairs with ivory pads

(13) 30" Bistro tables

(2) 48" Round tables

(25) 60" Round tables

(4) 8 foot and (4) 6 foot tables

(2) Crescent Tables

(1) Gold console sign in table

Black Poly or Ivory Crinkle Table Linens (floor length)

(10) Interior column up-lights

(5) Bar Fronts

On-Site Venue Manager

(1) Security guard during event hours

Wireless internet service

Bridal Suite

Groom's Suite

Green Room for the band or DJ

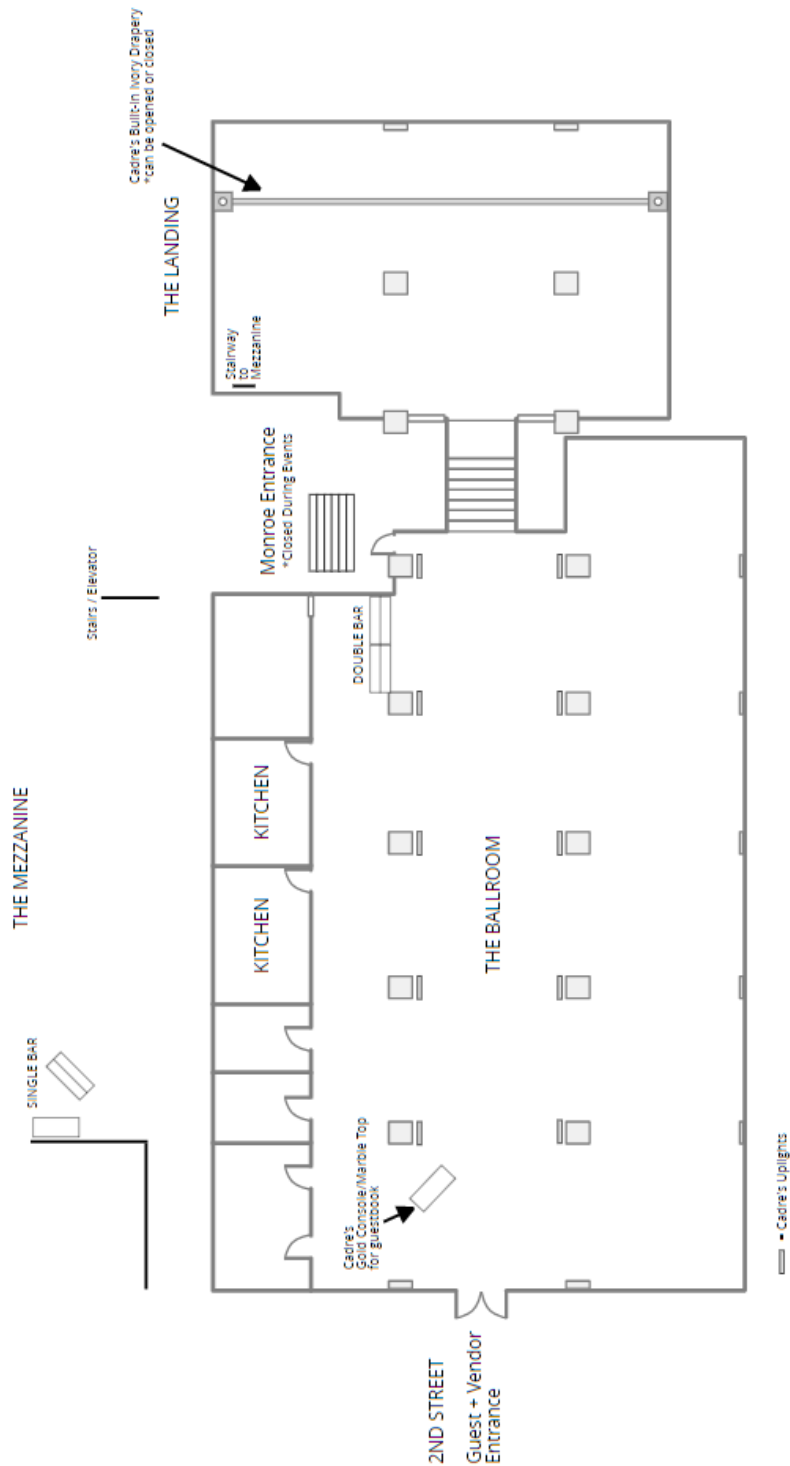
Exclusive access for bridal and engagement portraits

Set up, breakdown, and clean-up (pre and post event)

Set up and breakdown applies to items listed above.

Labor fees apply to outside rentals. All outside rental orders must be placed through The Cadre Building. We work with White Door Events and Mahaffey Tent & Event Rentals.

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*Our Venue Manager will customize your floor plan to best fit your project needs.*

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## MEET YOUR CADRE TEAM



**BETSY MCKAY**

*Director of Sales + Bar Manager*

Betsy has been the Director of Sales + Bar Manager for The Cadre Building since January of 2014. She is your first point of contact and handles the sales and advertising processes for the building and leads site visits of the space. Betsy walks clients through the online reservation system, handles all bar and rental quotes, and is in charge of client billing and anything financial.

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**HANNAH REASONS**

*Venue & Social Media Manager*

Hannah has been with The Cadre Building since June of 2021. She works with clients four to six weeks prior to their scheduled event date on final details and creating their venue layout. On event day, Hannah serves as the point person for the building to ensure vendors are following guidelines. She also serves as our social media manager and keeps all of the pretty photos flowing on Instagram and Facebook.



## BAR OPTIONS

Customize a bar menu to perfectly host your event and stay within budget. Beverages may be purchased by a host bar package or based on consumption. Pre-paid drink tickets and credit card bars are available for corporate and non profit events only. Prices include tax and are subject to a 22% service charge. Each bar menu will include ivory cocktail napkins, disposable wine and Collins cups, garnishes, beverage straws, and set-ups. Set-ups include club soda, tonic water, juices (cranberry, pineapple, grapefruit, and orange), soft drinks (Coke, Diet Coke, and Sprite), water, and ice.

### HOST BAR

Drinks are paid for by the host and charged per person.

*If you have an average to heavy drinking crowd, this package is for you!*

	Beer & Wine	Silver	Gold	Platinum
One Hour	\$16	\$28	\$33	\$38
Two Hours	\$20	\$38	\$44	\$50
Three Hours	\$24	\$48	\$55	\$62
Four Hours	\$30	\$58	\$66	\$136
Five Hours	\$36	\$68	\$77	\$148

### CONSUMPTION BAR

The host is only charged for what is consumed, also known as “per drink” pricing. This is like running a tab at a restaurant. There is a consumption bar tab minimum of \$4,000 that must be met. Once that minimum has been met the client may choose to keep their tab running, or flip to a credit card bar where guests purchase their own beverages.



## DRINK TICKETS

The host issues tickets to attendees for a limited number of pre-paid drinks, and attendees pay for any further drinks via credit card. The drink ticket package may only be purchased for corporate or non-profit events.

	Beer & Wine	Silver	Gold	Platinum
Drink Tickets	\$8	\$10	\$12	\$13

## CREDIT CARD BAR

This package is only available for corporate and non-profit events. The host pays a \$750 corkage/stocking fee, and guests purchase their own drinks. If a credit card bar option is selected, please note that the beer, wine and liquor selections will be made for you. This package cannot be customized. Please note we do not have cash on the premises and only accept credit/debit cards.

Domestic Beer \$7  
Local/Import Beer \$8  
House Wine \$8  
Silver Liquor and Wine \$10

Gold Liquor and Wine \$12  
Platinum Liquor and Wine \$13  
Soft Drinks \$3

## NON-ALCOHOLIC BEVERAGES

Unlimited non-alcoholic beverage service, including coffee and tea, is \$6 per person plus 9.75% sales tax and 22% service charge.

# BAR MENU WORKSHEET

Bar menu selections must be submitted 30 days prior to your event date.  
Guaranteed guest count must match the anticipated attendance and be provided two weeks prior to the event date.

## BEER

*Select four brands*

### DOMESTIC (choose 2):

- ☐ Bud Light
- ☐ Budweiser
- ☐ Coors Light
- ☐ Michelob Ultra
- ☐ Miller Lite

### LOCAL (choose 1):

- ☐ Crosstown Traffic IPA
- ☐ Ghost River Golden Ale
- ☐ Memphis Made Fireside
- ☐ Wiseacre Ananda
- ☐ Wiseacre Tiny Bomb

### IMPORT (choose 1):

- ☐ Corona
- ☐ Crosstown Traffic IPA
- ☐ Stella Artois
- ☐ Topo Chico Seltzer
- ☐ White Claw

## HOUSE WINE

*Select four varietals*

CK Mondavi Family of Wines:

- ☐ Cabernet Sauvignon
- ☐ Chardonnay
- ☐ Merlot
- ☐ Moscato
- ☐ Pinot Grigio
- ☐ Sauvignon Blanc
- ☐ White Zinfandel

## SELECT CHAMPAGNES

*Pre-purchased by the bottle (estimate 4 pours per bottle). Prices are subject to a 22% service charge.*

- ☐ Moet Imperial Brut White Star \$95
- ☐ Veuve Clicquot Yellow Label \$125
- ☐ Dom Perignon \$365

## CUSTOM BAR PACKAGES

The above offerings are our house brands that we stock. If you wish to create a custom menu, please speak with Betsy McKay. Signature drinks, bubbly bars, bourbon and scotch tastings are just a few custom offerings that we frequently serve at events. Customization is only available for host bar or consumption bar packages.

Bar menu selections must be submitted 30 days prior to your event date or the selections will be made for you. Guaranteed guest count must match the anticipated attendance and be 30 days prior to the event date.

## SILVER LIQUOR

### *Package includes:*

Cruzan Silver Rum  
Cuervo Silver Tequila  
Famous Grouse Scotch  
Four Roses Bourbon  
Seersucker Southern Style Gin  
Svedka Vodka

### *Select four silver level wine varietals*

- |  |   |
|--|---|
| <input type="checkbox"/> Castello del Poggio Moscato | <input type="checkbox"/> La Playa Rosé            |
| <input type="checkbox"/> Cook's Brut                 | <input type="checkbox"/> La Playa Sauvignon Blanc |
| <input type="checkbox"/> La Playa Cabernet Sauvignon |   |
| <input type="checkbox"/> La Playa Chardonnay         |   |
| <input type="checkbox"/> La Playa Merlot             |   |
| <input type="checkbox"/> La Playa Red Blend          |   |

## GOLD LIQUOR

### *Package includes:*

1800 Silver Tequila  
Bacardi Rum  
Boodles Gin  
Buffalo Trace Bourbon  
Dewars Scotch  
Jack Daniel's Whiskey  
Tito's Vodka

### *Select four gold level wine varietals*

- |   |  |
|---|--|
| <input type="checkbox"/> Caposaldo Moscato                  | <input type="checkbox"/> Josh Cellars Merlot |
| <input type="checkbox"/> Ferrari Carano Fume Blanc          | <input type="checkbox"/> La Marca Prosecco   |
| <input type="checkbox"/> Ferrari Carano Pinot Grigio        | <input type="checkbox"/> Story Chardonnay    |
| <input type="checkbox"/> Gerard Bertrand Cote de Roses Rosé | <input type="checkbox"/> Story Pinot Noir    |
| <input type="checkbox"/> Josh Cellars Cabernet Sauvignon    |  |

## PLATINUM LIQUOR

### *Package includes:*

Appleton Estate Rum  
Chivas Scotch  
Grey Goose Vodka  
Hendrick's Gin  
Knob Creek Bourbon  
Patron Silver Tequila

### *Select four platinum level wine varietals*

- |  |  |
|--|--|
| <input type="checkbox"/> Banfi Prosecco                              | <input type="checkbox"/> Ventana Chardonnay    |
| <input type="checkbox"/> Beringer Knight's Valley Cabernet Sauvignon | <input type="checkbox"/> Ventana Pinot Noir    |
| <input type="checkbox"/> Kim Crawford Sauvignon Blanc                | <input type="checkbox"/> Whispering Angel Rosé |
| <input type="checkbox"/> Santi Pinot Grigio                          |  |
| <input type="checkbox"/> Saracco Moscato                             |  |



## IT'S ALL IN THE DETAILS

Let us help you create a customized experience for all of your attendees with event enhancement items. We work with White Door Events & Mahaffey Event and Tent Rentals for all the beautiful details.



## BAND & DJ SET-UP

Product selection and availability cannot be confirmed until a 50% deposit is paid to reserve the items for your event. The final balance will be due 30 days prior to your event for any specialty items.



### DANCE FLOOR

(Black and white, white, LED Light-up and other styles available)



### STAGING FOR BAND

### HEAD TABLE OR DJ RISER PLATFORM



## CUSTOM EVENT LIGHTING

Product selection and availability cannot be confirmed until a 50% deposit is paid to reserve the items for your event. The final balance will be due 30 days prior to your event for any specialty items.



EXTERIOR COLUMN  
LIGHTING

ADDITIONAL ROOM  
LIGHTING



GOBO LIGHTING

## DRAMATIC DETAILS

Product selection and availability cannot be confirmed until a 50% deposit is paid to reserve the items for your event. The final balance will be due 30 days prior to your event for any specialty items.



### CLASSIC ARCH

(Floral décor is  
not included)



### CEREMONY DRAPERY

### LAVISH LOUNGE FURNITURE



## PARKING & TRANSPORTATION

Product selection and availability cannot be confirmed until a 50% deposit is paid to reserve the items for your event. The final balance will be due 30 days prior to your event for any specialty items.



### PRE-PAID PARKING PASSES

\$12 per car

Purchase pre-paid parking passes for your guests  
(One Commerce garage: 120 Union Avenue;  
corner of Union & Second Avenue)

### HORSE-DRAWN CARRIAGE

\$250

(One-way transfer from the  
Cadre for 30 minutes )



**MID - SOUTH**  
CONCIERGE

### VALET PARKING

We work exclusively with Mid-South Concierge for client valet and transportation needs. Please call us for a customized quote.

(Pre-paid parking passes must be purchased for valet)

*A recommended vendor list is available upon request once you have secured your date with us.*

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