

The Steppe Center

A venue shaped around you

Located on the ground floor, the Birmingham Ballroom can comfortably fit nearly 400 guests. This space can also be utilized for your ceremony.

BASE RENTAL/RECEPTION ONLY:

Rental of the Birmingham Ballroom - \$1,950 - \$2,250

CEREMONY ADD ON:

Upper level Ceremony for 150 guests or fewer - \$500

Birmingham Ballroom ceremony with traditional seating - \$600

Birmingham Ballroom, European style ceremony (guests sit at tables during ceremony) \$400



BASE RENTAL (RECEPTION ONLY) INCLUDES

- Three hours of setup time on the day of the event, or preceding day, if available. Additional setup time is billed at \$75/hour.
- Set up of tables and chairs as requested by Renter
- Illuminated backdrop
- Flat screen television in lobby area
- Clean up of venue
- Full kitchen access
- Renters may choose their own licensed caterer. Caterer provides all plates, silverware, napkins, utensils, serving staff, etc. Restaurant food also is allowed, any commercially prepared food is okay. **No self-prepared food may be served.** If not done by caterers, additional staff time will be charged for clearing tables of food and service items.
- Free Parking (135 parking stalls). Additional street parking available as needed
- Events are to conclude (not including clean-up) by 11:30 PM

ON-SITE CEREMONY INCLUDES

- Space accessible two hours prior to event start time. Additional time billed at \$75/hour
- Access time for rehearsal as available.
- Two separate rooms available for the bridal party.

NOT INCLUDED

- Security - \$49/hr
- Staffing - \$20/hr per staff member (set up and tear down, beverage, trash, and restroom service)
- Damage/incidentals and excessive cleaning deposit - \$300 (refundable)

PRICING AT A GLANCE

Does not include beverage option

Assumes four Service Staff, including one hour before and after event

<i>Four hour reception</i>	<i>Five hour reception</i>	<i>Six hour reception</i>
Base Rental : \$1,950	Base Rental : \$2,100	Base Rental : \$2,250
Security : \$49/hr (\$196)	Security : \$49/hr (\$245)	Security : \$49/hr (\$294)
Service Staff : \$20/hr (\$480)	Service Staff : \$20/hr (\$560)	Service Staff : \$20/hr (\$640)
Damage/incidentals deposit : \$300	Damage/incidentals deposit : \$300	Damage/incidentals deposit : \$300
TOTAL : \$2,926	TOTAL : \$3,205	TOTAL : \$3,484

* For on site ceremony add...

- \$600 - Traditional seating in the Birmingham Ballroom.
- \$500 - Upper level ceremony for 150 or fewer guests
- \$400 - European Style Ceremony in the Birmingham Ballroom (guests sit at tables during ceremony)

OPTIONAL ADD-ONS

- Table linens (floor length, 120" round) - Black: \$8/ea Ivory: \$9/ea
- Overhead lighting - \$500
- Uplighting - \$200
- Additional access time - \$75/hour
- Sound System - \$200

Notes/Questions :

BEVERAGE OPTIONS

Cash Bar - Guests pay for all alcoholic beverages. The Steppe Center encourages Renter to cover the cost of drinks for the wedding party, and non-alcoholic drinks for all other guests.

Open Bar - The Renter sets a specific dollar amount for the bar. Guests drink without any cost to them until the dollar amount has been reached. Once the pre-set limit is reached, Renter may choose to continue hosting beverage service at additional cost, payable at the end of the event, or convert to a cash bar. An advance deposit is required. If less than the deposit amount is used, you will be refunded the unused amount.

BEVERAGE SELECTIONS

BEER

Domestics

- Budweiser
- Bud Light
- Miller Light
- Coors Light
- Busch Light
- Michelob Ultra

IPAs/Local Beers/Imports
available upon request

WINE

Red

- Cabernet Sauvignon
- Pinot Noir

White

- Moscoto
- Pinot Grigio

Other selections available upon
request

SPIRITS

Well:

- Evan Williams Whiskey
- Captain Morgan Rum
- Svedka Vodka
- Tanqueray Gin
- Sauza Tequila
- Other

Premium:

- Jack Daniels Whiskey
- Tito's Vodka
- Jose Cuervo Tequila
- Other

A la carte menu

Domestic beers - \$4.50

Premium beers & Seltzers - \$5.00

House wine - \$6.00

Mixed drinks-Well - \$5.00

Mixed drinks-Premium- \$7.00

Soda and Shirley Temples - \$2.00

Bottled water - \$2.00

Self-service ice water and lemonade with cups on table near bar, included with rental, no charge

Other beverage service information

- No outside beverages may be brought into The Steppe Center without prior permission. This relates to both alcoholic and non-alcoholic beverages
- The Steppe Center has a restricted shots policy
- State and city sales taxes of 9% apply and are added to all beverage purchases
- Per person/per hour pricing is available on request
- Beverage Minimum: \$500

GOOD FAITH COST ESTIMATE

Base rental fee:	\$ _____
Security : _____ hours @ \$49/hour	\$ _____
Service Staff : _____ hours @ \$20/hour per server	\$ _____
Table cover covers : _____ @ \$8 or \$9/each	\$ _____
Damage/incidentals deposit:	\$ <u> \$300 </u>
Beverage service estimate	\$ _____
Beverage Tax (City and State) : 9%	\$ _____
Other (additional access time, overhead lights, additional rooms, ceremony, etc.)	
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL	\$ _____

***To reserve your date, a non-refundable deposit of 50% of the base rental is required.
Note: Remaining balance is due 20 days prior to event date.***

