

Grand Lobby \$1900 Room Rental, \$8100 F&B Minimum
(Add on to Performance Hall Stage \$1500 Room Rental, Addt'l \$2000 F&B Minimum)

Founder's Lounge \$750 Room Rental, Based on event type
(Add on to Grand Lobby \$350, no addt'l F&B Minimum)

Performance Hall Stage \$1800 Room Rental, \$8100 F&B Minimum

Sculpture Garden \$1000 Room Rental, \$4000 F&B Minimum

Ticketing Lobby \$250 Room Rental
(can only be an add on to another rental, no addt'l F&B minimum)

Walker Theater \$1200 room rental, \$4000 F&B minimum

(all subject to 25% service fee and applicable taxes)

Clay Center



EMBASSY SUITES

\$2500 FOOD AND BEVERAGE MINIMUM/SALON
(# OF SALONS NEEDED BASED ON GUEST COUNT & ROOM SETUP REQUIREMENTS)

COMPLIMENTARY ROOM RENTAL

THERE ARE 4 SALONS AVAILABLE TO RENT

(subject to 25% service and applicable taxes)

OUTSIDE CATERING:

There will be an additional outside catering kitchen use fee of \$1,000.00 per day for use of the kitchen in Embassy Suites. Any outside caterer must be licensed and insured and may be required to provide proof of such licenses and insurance. Any outside caterer must comply with all health and safety regulations of Kanawha County. The \$1,000.00 kitchen use fee does not apply to the food and beverage minimum. There will be a \$23.95 plate fee assessed for each guest for dinner and a \$15.95 plate fee assessed for each guest for lunch and/or reception, and an additional \$4.95 reception fee will be assessed for each guest if there is a combination dinner and reception where the reception requires additional set up outside the grand ballroom. Children 5 or younger who **do not require a place setting** will be complimentary. These fees can make up all or a part of the food and beverage minimum but are set in regards to guest count and are subject to service charge and tax.