



THE
ROOSEVELT
• ROOM •

PRIVATE PARTY
INFORMATION

TEDDY'S HALL

Teddy's Hall is a private room that can accommodate groups of 15-50 people. This space is complete with its own fully stocked bar, bartender, stage, and disco ball!



BAR OPTIONS

THERE ARE SEVERAL TAB OPTIONS AVAILABLE TO HELP YOU REACH YOUR BAR SPENDING MINIMUM!

INDIVIDUAL TABS

Guests open their own tab and/or pay as they go. All individual bar tabs will apply to the bar spending minimum.

GROUP TAB

There are several different options to running a group tab for your party:

- **Open Bar** - Run a group tab for the entire party.
- **Open Bar With Exceptions** - Run a group tab customized to include or exclude certain drinks (ex. No shots or top-shelf liquor). If a guest wants a drink that is excluded, they may purchase it on their own individual tab. All tabs will apply to the bar spending minimum.
- **Run A Group Tab For A Certain Period Of Time** - (Ex. The first 2 hours). After the specified time, the party will switch to individual tabs. All tabs will apply to the bar spending minimum.
- **Run A Group Tab Up To A Certain Amount** - (Ex. the first \$300). Once the group tab hits the specified amount the party will switch to individual tabs. All tabs will apply to the bar spending minimum.
- **Use Of Drink Tickets To Be Applied To Group Tab** - (Ex. Each guest receives 1 drink ticket to purchase beer, wine, or well liquor.)

PLANNING INFO

SPENDING MINIMUMS

We do not require a rental fee or deposit, we just require that your party meets its bar spending minimum.

January-October - There is a \$750 bar spending minimum to reserve the space any day of the week for a 3-hour timeframe. November-December - There is a \$1000 bar spending minimum to reserve the space any day of the week for a 3-hour timeframe. Teddy's Hall can be reserved anytime during normal operating hours Sunday - Thursday, and until 10pm on Fridays and Saturdays.

FOOD / CATERING

The Roosevelt Room does not serve food, however, we do allow food/catering to be brought in for a \$50 Outside Catering Fee. This includes The Roosevelt Room providing a folding table with a linen to place the food on. The Outside Catering Fee will be waived if you choose to cater with one of our preferred vendors: Keystone's Mac Shack or Thunderdome Restaurant Group (Bakersfield, CityBird, Currito, and The Eagle). Parties are welcome to bring in small snacks and dessert for no fee.

DECORATIONS / SETUP

Parties are welcome to decorate however they'd like, we just ask for NO glitter or confetti of any kind. Party hosts or a designated guest can arrive prior to the event start time to decorate/set-up, if needed.

MUSIC

Parties will be able to play their own music by connecting to the sound system via bluetooth/aux cord, The Roosevelt Room does not allow outside DJs or live music.

PLANNING INFO

CONFIRMATIONS

A digital contract and card on file is required to secure the space. There is no charge or hold on the card unless there is a late cancellation or damages. Any damages incurred during the party will be charged to the card on file and you will be notified of the charges. If your party fails to meet the bar spending minimum, the remaining difference may be added to the card on file.

CANCELLATION POLICY

A \$100 cancellation fee will be applied to the card on file if we are not given at least 14-days notice of cancellation.

NO-SHOW POLICY

A \$300 no-show fee will be applied to the card on file if your entire party fails to show up without canceling first.

METHODS OF PAYMENT

Payment is due immediately upon completion of your event. We accept cash, Mastercard, Visa, Discover and American Express. We cannot accept payment before your event.

TAX & GRATUITIES

All beverage prices are subject to a state sales tax. There is no automatic gratuity added to any beverage sales/bar tabs. We suggest leaving 20% gratuity for the staff working your event.

At The Roosevelt Room, our goal is to make the planning of your event as stress-free and enjoyable as possible!

Please inform our sales staff of any need in finding decor, transportation, av equipment, DJs, bands, photographers, florists, or any other outside service. We are happy to recommend one of our preferred vendors to help make your party perfect. If there is something in this packet you don't see, just let us know!

The Roosevelt Room is located at:
7500 Bales Street | Suite A-104 | Liberty Township, OH 45069
513.360.9990 | therooseveltroombar.com

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four entertainment group

TO RESERVE OUR PRIVATE ROOM, PLEASE CONTACT OUR PRIVATE PARTY SALES MANAGER AND MENTION THE ROOSEVELT ROOM-LIBERTY:

OFFICE: 513.721.0083 X1023 | EVENTS@FOUREG.COM
WWW.FOUREG.COM