

Private Room Guidelines

Event Rental Time Period and Room Fees

The Briar's Suite

There is a \$250.00 room fee for the first (4) hour time period.
The room fee to add (1) one additional hour is an additional \$125.00.
There is a maximum of a (5) five hour time period for all private events.

The Grand Promenade

There is a \$500.00 room fee for the first (4) hour time period.
The room fee to add (1) one additional hour is an additional \$250.00.
There is a maximum of a (5) five hour time period for all private events.

Deposits

A non-refundable \$500.00 deposit is required to secure a private room.
This deposit is applied toward your event and will be shown on your final contract as a payment.

A second deposit of 50% of the expected remaining balance is due 30 days prior to the date of the event.

Final Payment is due on the date of the event.

Food and Beverage Services

All food and beverages, with the exception of specialty cakes, must be provided by Pat O'Brien's and may not be removed from the premises.

Final menu selections must be decided fourteen (14) days prior to the event.

Guaranteed Guest Count

The final guaranteed guest count is due seven (7) days prior to the event. If, at the event, there is less than the guaranteed number of guests, the customer will be responsible for paying for all guaranteed guests. If, at the event, there is more than the guaranteed number of guests, the customer will pay for the total of all guests attending the event.

Private Event Inclusions

Linens

*Black or white lap length linens and napkins are provided at no additional charge.
Additional colors are available for an added fee.*

Centerpieces / Decorations

*Centerpieces containing silk flowers and/or votive candles can be provided at no additional charge.
A variety of theme decorations are available for an additional fee.*

Dinner Tables

*Round dinner tables for up to 80 people are provided in the Briar's Suite at no additional charge.
Round dinner tables for up to 250 people are provided in The Grand Promenade at no additional charge.
Rental fees will apply for additional tables as needed.*

Other Tables

*All buffet tables with linens are included at no additional charge.
Additional tables such as registration and gift tables must be requested by the customer prior to the event. If tables are not available, a rental fee may apply.*

Chairs

*100 Chairs will be provided in the Briar's Suite at no additional charge.
250 chairs will be provided in The Grand Promenade at no additional charge.
Rental fees will apply for additional chairs as needed.*

Silverware and China

*Silverware and China are included for up to 400 people at no additional charge.
Rental fees will apply for additional items as needed.*

Music and Entertainment

Background music will be provided at no additional charge. Any entertainment must be approved by Pat O'Brien's due to the simultaneous scheduling of private events. Pat O'Brien's management, along with the client, will keep the sound/volume during the event at a reasonable level.

The client is responsible for (1) informing outside entertainment to provide all equipment, sound (amps) and staging, necessary for the event and (2) scheduling setup and breakdown times with Pat O'Brien's sales management.