

St. Matthews Catering

A Kroger Corporation

4176 Westport Road – Louisville, KY 40207

502-893-2461

Banquet Hall Rental

Monday-Thursday

\$75.00 for 1 hour

\$200.00 for 4 hours

\$300.00 for 8 hours

Friday-Sunday:

\$800.00

You may come in anytime that day to do any setup or approved decorating of your own.

Guests may arrive up to thirty minutes prior to the event and must be out by the scheduled ending event time.

The standard banquet hall rental is for 4 hours. Each additional hour is \$200.00. You may come in anytime that day to do any setup or approved decorating of your own. Guests may arrive up to thirty minutes prior to the event and must be out by the scheduled ending event time.

Banquet Hall Rental Includes

- * Banquet Hall Set Up and Clean Up
- * Event Planning
- * Computer (Power Point, Slide shows, or Music)
- * Chairs (White Wood or Gray Fabric Padded Metal)
- * Ceiling Mounted Projector with a 8' X 8' Screen
- * 60" Round and 8' Banquet Tables
- * White Table Linens for Guest Seating
- * Table Skirting (Cake, Buffet, Drink, Head, Gift, DJ)
- * 29' X 12' Hardwood Stage
- * TV, VCR, DVD, and CD Players
- * Decorative Silks and Flower Arrangements
- * 22' X 19' Hardwood Dance Floor
- * Coat Room
- * Copier available at \$.15 per copy
- * Microphones (\$100 Damage Deposit Required)
- * Fax available at \$1.00 per page

Additional Services

Guest Table Decorations \$7.00 per table

Centerpieces for guest tables. Mirror topped with your choice of a decorative glass bowl. Filled with your choice of colored shred, white or ivory candle, and colored confetti sprinkled on the mirror.

Guest Table Decorations with Toppers \$14.00 per table

Centerpieces for guest tables with your color choice of colored topper. Mirror topped with your choice of a glass bowl. Filled with your choice of colored shred, white or ivory candle, and colored confetti sprinkled on the mirror.

Ceremony Package \$100.00

Have your wedding ceremony in our Hall. Package includes: an additional 30 minute Hall rental, unity candle stand, white aisle runner, and ceremony seating for up to 30 people.

- Occupancy of our facility is 250 people.
- All menu prices are the same whether you are in our banquet hall or at an off-site venue.
- Kroger Catering is the exclusive caterer of our banquet hall. We are more than happy to create custom menus, include family recipes, and accommodate any dietary needs.
- You will receive a diagram of the banquet hall and we will help layout and plan your event.
- Restrooms are accessible to people with disabilities and are equipped with baby changing stations.
- Booster seats and highchairs available.
- The banquet hall is a smoke free establishment.

A refundable \$300.00 damage deposit is due at the time of your final payment. If there is no damage to the banquet hall, the damage deposit will be mailed back to you within 7 days after the event.

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Rental Price Guide

The renter is responsible for paying replacement charges for any items missing, damaged, or broken during the course of their event rental. Renters are also responsible for making any arrangements for the return or pickup of any rental items. Barring no damages, rental deposits are 100% refundable. All rentals must be returned within 5 business days of the following week.

Cake Equipment

3 Tier Cake Stand.....\$25.00 with \$75.00 deposit
Cake Fountain.....\$25.00 with \$50.00 deposit
Cake Knife and Server.....\$3.00 for both
Cake Plates and Pillars.....\$25.00 deposit
Cake Stairs.....\$25.00 deposit
Floating Stand.....\$25.00 with \$100.00 deposit
Garden Cake Stand.....\$25.00 with \$100.00 deposit
Silver Plateau Stand.....\$25.00 with \$100.00 deposit

China

Champagne Flute.....\$.60 each
Coffee Cup and Saucer.....\$1.00 for both
Dinner Plate.....\$.50 each
Fork, Silver Plated.....\$.45 each
Knife, Silver Plated.....\$.45 each
Salad Plate.....\$.50 each
Saucer.....\$.50 each
Soup Bowl.....\$.50 each
Spoon, Silver Plated.....\$.45 each
Wine/Water Goblet.....\$.50 each

Tables and Chairs

Banquet Table, 6' or 8'.....\$9.00 each
Card Tables.....\$3.50 each
Chairs, Folding White or Black Wood.....\$3.50 each
Cocktail Table, Round Tallboy.....\$13.50 each
Round Guest Table, 48" (seats 6-8).....\$9.00 each
Round Guest Table, 60" (seats 8-10).....\$10.00 each

Catering Equipment

Coffee Server.....\$10.00 with \$75.00 deposit
Drink Server.....\$5.00 with \$50.00 deposit
Full Chaffer.....\$10.00 with \$50.00 deposit
Wire Chaffer.....\$5.00 deposit

Linens

Buffet, DJ, Drink, Gift, or Head Table
8' or 6' White Rectangle Overlay.....\$15.00 each
Chair Cover with Colored Sash.....\$5.50 each
(This price includes delivery, covering of chairs and tying sash and pickup after the event.)
Guest Table Colors, 80" Square.....\$10.00 each
Guest Table White, 80" Square.....\$5.00 each
Guest Table Colors, Round Overlay.....\$15.00 each
Guest Table White, Round Overlay.....\$11.00 each
Linen Napkin, White.....\$.25 each
Linen Napkin, Colors.....\$.35 each
Table Skirting with Linen.....\$25.00 per table
Table Topper, Colors.....\$7.00 each
Table Topper, White.....\$4.00 each

Prices are subject to change without notice.

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General Information

1. All menu prices are the same whether you are in our banquet hall or at an off-site location. Private tastings are encouraged for both catered foods and cake to ensure that you are able to pick a menu to your exact liking. Tastings are free with no obligation and are booked for up to 4 people.
2. Our chefs are happy to create any specialized menus for your event and are available upon request (religious holidays, themed events, special dietary needs, traditional ethnic foods).
3. **There is a \$30 cake-cutting fee for cakes not purchased from Kroger Catering.** This fee pays for the attendant to portion, slice, and plate your cake. We can also provide your cake plate, fork, and dessert napkin for **\$.35 per person.**
4. **Price quotes are guaranteed for 30 days. Signed contracts and 50% deposit guarantee catering.** We do not accept tentative bookings, to avoid disappointment we advise to book early.
5. All food can be delivered and setup without attendants. **Delivery charge is \$25 one-way and \$35 if we have to return for equipment.** This delivery covers a **25 mile radius.** Delivery outside the 25 mile radius will be charged an additional \$1.00 per mile both ways. The delivery charged is waived when attendants are booked to work the event.
6. Attendants are required to work all on-site Hall events. A minimum of two attendants is required after 5 PM. One attendant is required for every 75 people for a standard buffet, one attendant for every 35 if china is used and one attendant for every 15 people for full service. **Attendants are \$22.50 per hour with a five (5) hour minimum** (Holiday and Derby/Oaks prices may differ). Attendants are booked to work a half an hour before and after the event for setup and clean-up (even though it may take them 1-3 hours to setup or breakdown your event). Attendants will deliver the catered food, setup any food or drink tables, maintain those tables, clear guests tables throughout the event, package* any leftover food, and breakdown food or drink tables.
****Please provide us with any necessary containers to package your leftovers beforehand.***
7. A deposit of half the total balance is due at the time of booking. **The remaining balance and final guest count is due 10 business days prior to the event.**
8. The host shall be responsible for the safe keeping of any equipment supplied for an event until the host returns the equipment or a Kroger agent picks up the equipment. Some equipment may require a refundable damage deposit.
9. The host shall be responsible for any damages to Kroger property caused by the host or any guest.
10. **Cancellation of an event with 14 days or less notice, there will be a charge of 50% of the contract total. Cancellations with less than 7 days notice will incur full payment under any circumstances. All cancellations must be received in writing.**