



BALLROOM INFORMATION
Ballroom Rental Fees – 5 Hour Event

January, February, and March

Monday, Tuesday, Wednesday & Thursday: \$2,000.00

Friday: \$2,500.00

Saturday: \$3,000.00

Sunday: \$2,500.00

April, May, June, July, August, September, October, November and December

Monday, Tuesday, Wednesday, & Thursday: \$2,000.00

Friday: \$3,000.00

Saturday: \$4,000.00

Sunday: \$2,500.00

New Year's Eve: \$4,500.00

** Plus NJ Sales Tax for ballroom rental

Payment Information

- Required Deposit: \$2,000.00 – Grand Ballroom
- \$500.00 security deposit
- Checks payable to “Collingswood Foundation for The Arts” or “CFFA”
- Security Deposits of \$500.00 will be refunded within 2 weeks of the event pending a satisfactory inspection of the Ballroom.
- Cleaning Fee: \$250.00 if applicable
- Final Payment is due 2 weeks before the event as well as final floor plans, event timeline and final guest count.

Additional Hour Rates

- Two (2) hour are allotted before the scheduled event start time for set-up. If additional time is needed, the fee is \$200.00 per hour.

Ball Rental Fee includes:

- Ballroom and Mezzanine levels
- 18 High-top tables
- Ten 8' Auction/Vendor tables (if applicable for your event)
- Dining seating for up to 400 guests
- Audio system
- Podium and staging (if needed)
- House staff set-up and break-down

Additional Customized Services

Audio Visual

- AV Equipment & Projector: \$500.00 includes microphone and podium. Stage and screen provided at no extra cost.
- AV Tech is a minimum of \$360.00 additional charges may apply

Lighting (all specialty lighting is to be done by the Ballroom exclusively)

- Ambient Up-Lighting: \$150.00 for 12 up-lights
- Pin spotlight: \$10.00 per table
- Projected Ceiling Lights (stars, snowflakes, etc): \$100.00 per light

Rentals

- Chair Covers: Approximately \$2.50 per chair
- 100 Gold Chiavari Chairs Included in Ballroom Rental rate
- Chiavari Chairs (choice of 15 colors): \$9.00 - \$12.00 per chair
- Specialty Fabric Linens upgrade: \$12.00 - \$21.00 per linen, based on selection

**All items are subject to NJ Sales Tax)

**** All outside vendors must be licensed, insured, and approved prior to scheduling****

Premium Bar Package **\$25 per person plus NJ Sales Tax**

Choice of Any Two Draft Beers:

Budweiser, Bud Light, Coors Light, Heineken, Miller Lite, or Yuengling
Flying Fish: Hopfish IPA, EPA
Yards: Brawler, Extra Special Ale or IPA
Tonewood: Contact us for options.

Spirits included:

Absolut, Three Olives Cherry, Tito, Bacardi, Captain Morgan, Malibu, Myers Dark Rum, Tanqueray, Dewar's, Johnny Walker Red, Seagram's VO, Jack Daniels, Jim Beam, Southern Comfort, Old Bushmills, Sauza Gold, Courvoisier VS, Amaretto, Kahlua, Sweet & Dry Vermouth, Bailey's, Peach Schnapps, Sour Apple, Crème de Cacao, Crème de Menthe, Blue Curacao, Triple Sec, and Watermelon Pucker

Wines Included:

Cabernet, Chardonnay, Merlot, Pinot Grigio, and White Zinfandel

** All bar mixers, sodas and garnishes are included

Grand Bar Package **\$27 per person plus NJ Sales Tax**

Choice of Any Two Draft Beers:

Budweiser, Bud Light, Coors Light, Heineken, Miller Lite, or Yuengling
Flying Fish: Hopfish IPA, EPA
Yards: Brawler, Extra Special Ale or IPA
Tonewood: contact us for options

Spirits Included:

Stolichnaya, Stolichnaya Orange, Stolichnaya Vanilla, Three Olives Cherry, Grey Goose, Tito, Bombay Sapphire, Captain Morgan, Cruzan Light Rum, Malibu, Meyer's Dark Rum, Johnny Walker Black, Johnny Walker Red, Patron, Jose Cuervo Gold, Crown Royal, Jameson, Makers Mark, Southern Comfort, Courvoisier VSOP, Disaronno Amaretto, Sweet & Dry Vermouth, Bailey's, Chambord, Cointreau, Grand Marnier, Kahlua, Midori, Blue Curacao, Crème de Cacao, Crème de Menthe, Peach Schnapps, Sour Apple, Triple Sec, and Watermelon Pucker.

Wines Included:

Cabernet, Chardonnay, Merlot, Pinot Grigio, and White Zinfandel

** All bar mixers, sodas and garnishes are included

Beer and Wine Package **\$18 per person plus NJ Sales Tax**

Package includes the following:

Wine (All 5 Wine Options Included)

- Chardonnay
- Pino Grigio
- Merlot
- Cabernet
- White Zinfandel

Beer (Choice of 2 Draft Beers)

- Budweiser
- Bud Light
- Coors Light
- Miller Lite
- Heineken
- Yuengling

Specialty Beer (Limited Availability – Please contact us for details)

- Flying Fish: Hopfish IPA, EPA
- Yards: Brawler, Extra Special Ale or IPA
- Tonewood: Contact us for options.

** Soda, Juices and Garnishes Included

Soda Bar Package **\$8.50 per person plus NJ Sales Tax**

***Soda only is offered to guests 21 and under when a liquor package is purchased or may be available to all guests when no liquor package is offered.**

- Coca-Cola, Diet Coca-Cola, Sprite, Ginger Ale, Cranberry Juice, and Soda Water
- Garnishes offered: Maraschino Cherries and Grenadine for Shirley Temples

List of Approved Caterers

Andreotti's Catering

1601 Chapel Avenue West
Cherry Hill, NJ 08002
(856) 795-0172

www.andreottis.com

Anthony & Cleopatra Catering

2379 Black Horse Pike
Williamstown, NJ 08094
(856) 629-2211

www.anthonyandcleopatracaterers.com

Due Amici Catering

2114 Branch Pike
Cinnaminson, NJ 08077
(856) 303-8828

www.dueamicinj.com

McFadden's Catering

831 Stone Rd
Laurel Spring, NJ 08021
(609) 820-0200

www.lakesidemanor.com

Summit Catering

428 Kelley Drive, Suite C
West Berlin, NJ 08091
(856) 768-8003

www.summitcatering.com