



## ***Ballroom Information*** **2023**

*\*See Seasonal Pricing for Ballroom Rental Fees*

### ***Ceremony Fees***

*Outdoor Ceremony Site with Pergola Fee: \$850.00 includes additional hour \**

*Indoor Ceremony Site Fee: \$750.00 includes additional hour*

*\*Outdoor ceremony is seasonal - please ask for more details*

### ***Deposit and Payments***

*Grand Ballroom Deposit required is a \$2,000.00 - Non-refundable deposit. All payments are to be made to the Ballroom directly using a quarterly payment schedule. A \$500.00 Security Deposit will be added to your final invoice issued two weeks prior to your event. Security Deposits will be refunded within 2 weeks of the event pending a satisfactory inspection of the Ballroom. Please make checks payable to "Collingswood Foundation for the Arts" or "CFEA". We advise purchasing a wedding insurance policy at [www.wedsafe.com](http://www.wedsafe.com).*

*Cleaning Fee: \$250.00 if applicable*

*Full payment for the Ballroom Rental and Alcohol Package are due 2 weeks before the event as well as final floor plans, final timeline, and final guest count.*

### ***Additional time in Bridal Suite – Weddings Only***

*The Bridal Party is granted access 2 hours prior to guest arrival time. This time may be spent in our Bridal Suite, and our Groom Suite. Additional time can be scheduled at a cost of \$200 per hour plus tax, with a maximum of 4 additional hours. Time may not start before 9am.*

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

### ***Lighting Rules for Ballroom***

*All specialty lighting is to be done by the Ballroom exclusively. All outside vendors must be licensed, insured, and approved prior.*

### ***DJ Rules***

*All DJ's and any live music performers must abide by our rules, and sound may not exceed 100 decibel level. We will monitor if necessary.*

### ***Coat Check/Valet Service***

*Coat Check Attendant will be provided at no cost for all events November through April.*

*Valet Service can be arranged for an additional fee.*

*Ballroom Rental Fees*

*2023 see additional pricing below*

*(5 hour reception)*

*January, February, and March*

*Saturday Price: \$3,500.00*

*Friday and Sunday Price: \$3,000.00*

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

*Friday Price: \$3,500.00*

*Saturday Price: \$4,500.00*

*Sunday Price: \$3,000.00*

*New Year's Eve*

*\$5,000.00*

*\*Plus NJ Sales Tax*

## *List of Approved Caterers*

### *Andreotti's Catering*

1601 Chapel Avenue West  
Cherry Hill, NJ 08002  
(856) 795-0172  
[www.andreottis.com](http://www.andreottis.com)

### *Anthony & Cleopatra Catering*

2379 Black Horse Pike  
Williamstown, NJ 08094  
(856) 629-2211  
[www.anthonycleopatracaterers.com](http://www.anthonycleopatracaterers.com)

### *Due Amici Catering*

2114 Branch Pike  
Cinnaminson, NJ 08077  
(856) 303-8828  
[www.dueamicinj.com](http://www.dueamicinj.com)

### *McFadden's Catering*

831 Stone Rd  
Laurel Spring, NJ 08021  
(609) 820-0200  
[www.lakesidemanor.com](http://www.lakesidemanor.com)

### *Summit Catering*

428 Kelley Drive, Suite C  
West Berlin, NJ 08091  
(856) 768-8003  
[www.summitcatering.com](http://www.summitcatering.com)

## 2023 Beer & Wine Bar Package

*Cabernet, Chardonnay, Merlot, Pinot Grigio & White Zinfandel, and soda*

*\$18.00 per person plus NJ Sales Tax*

## 2023 Premium Bar Package

*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, Watermelon Pucker, Cabernet, Chardonnay, Merlot, Pinot Grigio, White Zinfandel, and all bar mixers and garnishes.*

*\$25.00 per person plus NJ Sales Tax*

## 2023 Grand Bar Package

*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, Watermelon Pucker, Cabernet, Chardonnay, Merlot, Pinot Grigio, White Zinfandel, and all bar mixers and garnishes.*

*\$27.00 per person plus NJ Sales Tax*

*Above packages include a Complimentary Champagne toast for all adult guests and are served with your choice of Two Draft Beers:*

*Budweiser, Bud Light, Coors Light, Heineken, Miller Lite, Yuengling.*

*Flying Fish: Hopfish IPA, EPA or Exit 4*

*Yards: Brawler, Extra Special Ale or IPA*

*Please ask about additional beer options.*

*Dinner Wine Service is available starting at \$150 plus tax depending on guest count.*

*Estimated per person pricing for  
Venue Rental and \$25.00 per person  
Premium Bar Package*

*Estimated Per Person Price for \$3,000 Rental  
Including the \$25 Premium Bar Package*

100 guests = \$55.00 per person  
150 guests = \$45.00 per person  
200 guests = \$40.00 per person  
250 guests = \$37.00 per person

*Estimated Per Person Price for \$3,500 Rental  
Including the \$25 Premium Bar Package*

100 guests = \$60.00 per person  
150 guests = \$48.33 per person  
200 guests = \$42.50 per person  
250 guests = \$39.00 per person

*Estimated Per Person Price for \$4,500 Rental  
Including the \$25 Premium Bar Package*

100 guests = \$65.00 per person  
150 guests = \$51.67 per person  
200 guests = \$45.00 per person  
250 guests = \$41.00 per person

*Estimated Per Person Price for New Year's Eve Rental  
Including the \$25 Premium Bar Package*

100 guests = \$75.00 per person  
150 guests = \$58.33 per person  
200 guests = \$50.00 per person  
250 guests = \$45.00 per person

## Custom Features

### Lighting and Audio Visual:

Our team of lighting experts will assist in creating the perfect, scenic setting for your ceremony and reception. Using elegant draperies and soft, candle-like lighting. Choose from our pallet of colors for a dramatic lighting change, used to illuminate the pillars and centerpieces. Also, project designs onto the ceiling.

### **Customized Monogram for the Dance Floor: \$200**

Newlyweds have the option to display your newly shared last name on the dance floor or you may choose from a wide selection of templates to show your names, dates, shapes, and initials.

**Ambient Up-Lighting:** \$150 for 12 up-lights

**Bistro String Lighting on Mezzanine Railing:** Complimentary

**Projected Ceiling Lights:** (stars, snowflakes, etc) \$200

**Pin spotlight** \$10 per table

**Projector, Screen & Technician:** Pricing starting at \$500

**Photo Booth:** 3 hour rental \$750

Your guests can take unlimited black and white or color photos in this large custom booth and then paste their pictures into a 20 page/40 side scrap book with a message for the bride and groom. Also includes a large variety of props and a digital online gallery with all photos taken.

### Stations:

**Espresso Station:** Starting at \$7 per person (Basic Espresso Bar)

Features locally roasted Espresso Blend, 1 attendant, 2 hours of service Available Beverages: Latte, Cappuccino, Latte Macchiato, Americano, Espresso Flavor Station – Mocha plus 3 other flavors  
Minimum of 50 guests

**Monogram pretzel station:** \$3 per person (any letter)

**Candy Station:** \$4 per person (please ask for details)

### Décor

**Sweetheart table backdrop (wooden arch or lighted pipe & drape with white flowers only):** \$100

### Chair Rentals

**Chair Covers with sash:** Approx. \$2.50 per chair

Fabric-draped chairs can be used to change the look of the chairs and coordinate with your color scheme.

**Gold Chiavari Chairs:** \$4 each plus tax up to 150 chairs. \$9 per chair plus tax and delivery fee over 150.

**Additional colors to rent:** \$9 - \$12 per chair plus delivery fee

(All items subject to NJ sales tax)