



Ballroom Information 2023

**See Seasonal Pricing for Ballroom Rental Fees*

Ceremony Fees

*Outdoor Ceremony Site with Pergola Fee: \$950.00 includes additional hour **

Indoor Ceremony Site Fee: \$850.00 includes an 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.

Cleaning Fee: \$300.00 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 for \$200 per hour plus tax, with a maximum of 4 additional hours. Time may not start before 9 am.

Two (2) hours are allotted before the scheduled event start time for vendor set-up. If additional time is needed, the fee is \$250.00 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 DJs 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 from 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*

Note for 2024 & 2025 dates

2024 - Add \$250 total

2025 - Add \$500 total

List of Approved Caterers

Andreotti's Catering

1601 Chapel Avenue West
Cherry Hill, NJ 08002
(856) 795-0172
www.andreottis.com

McFadden's Catering

831 Stone Rd
Laurel Spring, NJ 08021
(609) 820-0200
www.lakesidemanor.com

Due Amici Catering

2114 Branch Pike
Cinnaminson, NJ 08077
(856) 303-8828
www.dueamicinj.com

Summit Catering

428 Kelley Drive, Suite C
West Berlin, NJ 08091
(856) 768-8003
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, Tito's, Three Olives Cherry, Tanqueray, Bacardi, Captain Morgan, Malibu, Dewar's, Johnny Walker Red, Seagram's VO, Jack Daniels, Jim Beam, Southern Comfort, Old Bushmills, Cabrito Reposado, Hennessy, Amaretto, Kahlua, Sweet & Dry Vermouth, Bailey's, Peach Schnapps, Sour Apple, 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, Grey Goose, Tito's, Three Olives Cherry, Bombay Sapphire, Captain Morgan, Cruzan Light Rum, Malibu, Johnny Walker Black, Johnny Walker Red, Crown Royal, Jameson, Makers Mark, Southern Comfort, Patron, Jose Cuervo Gold, Hennessy, Disaronno Amaretto, Sweet & Dry Vermouth, Bailey's, Chambord, Cointreau, Grand Marnier, Kahlua, Blue Curacao, 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

The 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.

All guests under 21 years of age will be \$8.50 per person

*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: \$200 for 12 Up-lights

Bistro String Lighting on Mezzanine Railing: Complimentary

Projector, Screens & Technician: Pricing starting at \$750

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 scrapbook 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

Décor

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

Chair Rentals

Gold Chiavari Chairs: \$9 per chair plus tax and delivery fee over 150 chairs.

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

(All items subject to NJ sales tax)