



COLLINGSWOOD
THEATER & BALLROOM

2024 - BALLROOM INFORMATION

(Add \$250 for 2025)

January, February and March

	<u>5 hour Event</u>	<u>4 hour Event</u>	<u>3 hour Event</u>
<u>Monday, Tuesday,</u>			
<u>Wednesday & Thursday:</u>	\$2,750.00	\$2,250.00	\$2,000.00
<u>Friday:</u>	\$3,250.00	\$2,750.00	\$2,250.00
<u>Saturday:</u>	\$3,750.00	\$3,250.00	\$2,750.00
<u>Sunday:</u>	\$3,250.00	\$2,750.00	\$2,250.00

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

	<u>5 hour Event</u>	<u>4 hour Event</u>	<u>3 hour Event</u>
<u>Monday, Tuesday,</u>			
<u>Wednesday & Thursday:</u>	\$2,750.00	\$2,250.00	\$2,250.00
<u>Friday:</u>	\$3,750.00	\$3,250.00	\$2,250.00
<u>Saturday:</u>	\$4,750.00	\$4,250.00	\$3,750.00
<u>Sunday:</u>	\$3,250.00	\$3,250.00	\$2,750.00

Payment Information

- Required Deposit: \$2,000.00 – Grand Ballroom
- Checks payable to “Collingswood Foundation for The Arts” or “CFFA”
- Security Deposit in the amount of \$500.00 will be charged prior to the event and refunded within 2 weeks of the event pending a satisfactory inspection of the Venue. Security Deposit is Non-Refundable if event is canceled.
- Cleaning Fee: \$350.00 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: \$950.00 includes microphone, podium (if applicable), stage (if applicable) and screen
- AV Tech is an additional \$350.00
- If outside DJ or live music is brought in, sound may not exceed 100 decibel level. We will monitor if necessary.

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

- Ambient Up-Lighting: \$200.00 for 12 up-lights
- Pin Spotlight: \$10 per light

****All items are subject to 6.625% NJ Sales Tax**

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



Premium Bar Package

\$25 per person plus 6.625% 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, Courvosier 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. ** All bar mixers and garnishes are included

Wines Included:

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

Grand Bar Package

\$27 per person plus 6.625% 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, Courvosier 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.

** All bar mixers and garnishes are included

Wines Included:

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

Beer and Wine Package

\$18.00 per person plus 6.625% NJ Sales Tax

Package includes the following:

Wines Included:

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

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

** Soda, Juices and Garnishes Included

Cash Bar Option

\$175 - Per Bartender

\$100 Per Bar Helper

Price Per Drink

\$10 - Martini

\$8 - Mixed Drink

\$6 - Beer & Wine

Soda - N/C

Soda Package

**\$8.50 per person plus 6.625% NJ Sales
Tax**

All guests under 21 years old



List of Approved Caterers

Andreotti's Catering

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

Cathy's Catering

15 E Main Street
Moorestown, NJ 08057
(856) 222-0505
www.cathyscatering.com

McFadden's Catering

831 Stone Road
Laurel Springs, NJ 08021
(609) 820-0200
mcfaddencatering@gmail.com
www.lakesidemanor.com

Due Amici Catering

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

Summit Catering

428 Kelley Drive, Suite C
West Berlin, NJ 08091
(856) 768-8003
tori@summitcatering.com
dory@summitcatering.com
www.summitcatering.com

Greenwald Caterers

411 E. 8th Street Lakewood,
NJ 08701
(732) 370-8300
www.greenwaldcaterers.com