

## PRICING & POLICIES

### MINIMUMS

Minimum pricing is derived from, but not limited to: facility rental, food price, beverage price, event staff, audio visual needs, service charge and any other amenities/activity costs

Tradeshows & other non-full service events | Rates and policies are subject to change from options listed below. Please inquire with your event planner

	JAN-MARCH + NOV	APR-OCT + DEC
<b>MONDAY-THURSDAY</b>		
Daytime	\$4,000	\$5,000
Evening	\$5,000	\$8,000
All Day	\$7,000	\$10,000
<b>FRIDAY</b>		
Daytime	\$4,000	\$5,000
Evening	\$8,000	\$12,000
All Day	\$10,000	\$15,000
<b>SATURDAY</b>		
Daytime	\$5,000	\$8,000
Evening	\$10,000	\$20,000
All Day	\$15,000	\$30,000
<b>SUNDAY DAYTIME OR EVENING</b>	\$4,000	\$4,000

*\*Inquire about holiday weekends, special city days and partial space minimums*

## PRICING & POLICIES

### BUILD TO YOUR MINIMUM

#### FACILITY RENTAL

Rental times are up to 6 hours during the daytime (until 3pm) and for the evening (6pm to 12am). "All Day" blocks are up to 7.5 hours anytime during our operating hours.

Additional rental hours are available - ask your event planner for rates and policies

	JAN-MARCH + NOV	APR-OCT + DEC
Courtyard/Any Day, Anytime Monday-Thursday	\$1,000	\$1,000
Full Facility Daytime or Evening	\$2,000	\$2,000
Full Facility All Day*	\$3,000	\$3,000
Single Space Rental**		
Tartan or Abbey (1350 sq. ft.)	\$500	\$500
Hayden or Scioto (2700 sq. ft.)	\$750	\$750
Combined Space Rental**		
<i>Please inquire about rates &amp; policies</i>		
Friday Daytime		
Full Facility	\$2,000	\$2,000
Single Space Rental**		
Tartan or Abbey (1350 sq. ft.)	\$500	\$500
Hayden or Scioto (2700 sq. ft.)	\$750	\$750
Combined Space Rental**		
<i>Please inquire about rates &amp; policies</i>		
Friday Evening, Full Facility	\$2,000	\$3,000
Saturday Daytime, Full Facility	\$1,500	\$2,000
Saturday Evening, Full Facility	\$2,500	\$4,000
Saturday All Day, Full Facility	\$3,500	\$5,000
Sunday Anytime, Full Facility	\$1,000	\$1,000

\*For each additional hour over 7.5 hours | \$500

\*\*For each additional hour over 6 hours (up until 3pm) | \$100

## PRICING & POLICIES

### BUILD TO YOUR MINIMUM

#### AVERAGE FOOD COST PER PERSON ESTIMATES\*

Breakfast	\$9.95 - \$19.95	Plated entrée	\$19.95 - \$54.95
Brunch	\$17.95 - \$28.95	Plated salad	\$5.95 - \$8.95
Lunch	\$19.95 - \$31.95	Cocktail hour hors d'oeuvres	\$5.95 - \$8.95
Buffet dinner	\$21.95 - \$42.95	Stations Menu	\$27.95 - \$44.95

\*All menus are priced according to options chosen so above pricing is just a general guideline and not inclusive of all menu pricing and options available

#### EVENT STAFF

We are great people delivering genuine hospitality! Our goal is to handle the 1,001 details that make your event run smoothly! Staff is assessed based upon event logistics and details

#### ADDITIONAL SERVICES

##### Parking Options

- Complementary self park in adjacent garage
- Hosted valet

\*Please inquire for valet rates

#### SERVICE CHARGE

A 25% service charge is assessed on food and beverage costs. This charge covers use and recovery of our white china, flatware, glassware, table linens, guest tables and chairs, banquet/buffet tables and behind the scenes personnel

- China, glassware, flatware, guest tables and chairs included up to 500 guests, extra charges will be incurred for higher guest count
- Specialty china, glassware, flatware and linens available for additional costs

## PRICING & POLICIES

### BUILD TO YOUR MINIMUM

#### BAR AND BEVERAGE PRICING

- There is no bar minimum at The Exchange
- Our bars include our fresh bar set up
- Our cocktails are hand crafted by our bar chefs

Bars are based on consumption and subject to state sales tax

We offer 2 levels of bars: **Exchange | Prestige**

HOST BAR PRICING ESTIMATES	<i>EXCHANGE</i>	<i>PRESTIGE</i>
Cocktails	\$7.00	\$9.00
Sparkling Wine Toast (*3 oz. pour)	\$5.00	\$7.00
Sparkling Wine Toast (*5 oz. pour)	\$7.00	\$9.00
Beer, Domestic	\$4.00	
Beer, Import & Craft	\$5.00	
Soft Drinks	\$2.00	
Bottled Water	\$2.00	
Wine	<i>Refer to wine menu</i>	

Our event planners will guide you through as you create your own bar. They will make recommendations, provide an initial estimate and keep your vision and budget as a priority. We feature our Estate Bar and Specialty Packages which are enhancements that will leave your guests raving!

\*Selections and brands listed separately in our bar menu

#### TABLESIDE WINE SERVICE

Please see wine list for bottle pricing, charged per bottle

## PRICING & POLICIES

### PREFERRED PARTNERS

Please review our list of The Exchange preferred partners. This list includes vendors that we have experience with and feel will complete your event team and ensure success! These vendors are among the best in town and will take care to help create your vision for your event.

Vendors not on our list are welcome but must sign our policies and procedures form and provide us with some proper paperwork. Please talk with your event planner to get specific details and information.

### ADDITIONAL AMENITIES AND ACTIVITIES

The Exchange can provide:

- Photo Booth
  - Ice Sculptures & Carvings
  - Espresso Cart
  - Full Audio/Visual Coordination
  - Florals & Design
  - Room & Venue Branding
  - Entertainment: Live Music | DJ | Arts | Piano Dueling
  - Branded Take Aways
  - Transportation: Shuttles | Black Cars | Limousines
  - Hotel Amenities for Out of Town Guests
- ... and much, much more!