



## **The Warehouse at 17<sup>th</sup> Street**

214 N. 17<sup>th</sup> Street • Murphysboro, Illinois 62966

Excellent food and superb space for your next event. We host business meetings, wedding receptions, reunions, showers, office gatherings, fundraisers, luncheons, and celebrations of any size.

In addition to our award-winning barbecue, we have created special menu items sure to wow your guests. Our capable service staff will expertly serve your guests and provide an atmosphere filled with warm and gracious hospitality.

Our full-service meal presentation includes food service, china and flatware, and all clean-up. We offer buffet or table service {table service \$1 extra person}. Party planning and decorating suggestions available upon request.

## **Venues**

We offer two spaces to hold your event.

**The Annex** can accommodate up to 100 people.

Friday/Saturday/Sunday Rental Rates

25 people or less \$100

50 people or less \$75

Monday through Thursday: a flat \$75 fee, regardless of event size

**The Warehouse** is Southern Illinois' most unique event facility. Exposed brick walls with sophisticated accents provide a rustic elegance suited to most any celebration.

The main room holds 300 people; the reserve room provides seating for an additional 100-200 guests.

Rental Rates:

\$600 for main dining room {seats 100-300 guests – includes clean-up fee}

\$150 for reserve room {seats 100-200 guests}

\$200 refundable damage deposit {please write a separate check} is due the day before the event. After we've cleaned and inspected the room and have determined there is no damage, we will write VOID on the check and mail it back to you.

A \$600 room rental plus tax and signed contract is required to reserve our facilities. We will give a full refund of your room rental up to 90 days in advance if cancelled.

We offer bartender services in both of our event rooms: \$50 for four hours {minimum}; \$10 an hour for each additional hour. Parties of 150 or more require an additional bartender at \$10 per hour. Does not include gratuity for cash bar; 15% gratuity added for open bar.

We ask that you take care of the bar tab with the bartender at the end of the evening.

## **Service details**

Buffet set-up and service is included in our food prices. For seated dinners, please add \$1 per person.

## **Linens**

We offer linen rentals for your event. Tablecloths are \$5 each, folded napkins are .50 cents each and unfolded napkins are .40 cents each. Table skirts are \$10 each. White chair covers are \$5 each.

## **Vendor recommendations**

We will be happy to recommend quality local photographers, bakers, florists, wedding coordinators, music and entertainment, decorators, and other professional service providers to help with your event.

## **Wedding cakes**

We would be happy to recommend local wedding cake specialists. Most people designate a person to cut and serve their cake. If you would like one of our staff to cut and serve your cake, there will be an additional \$25 fee.

## **Liquor and bar service**

All liquor must be purchased through 17<sup>th</sup> Street; no liquor or beverage of any type may be brought into our building. If you would like to provide your own wine or use donated wine, our corkage fee is \$8 per bottle.

We can arrange for keg beer:

Bud/Bud Light ¼ barrel	165
Bud/Bud Lt/Bud Select ½ barrel	245
Coors Lite	245
Dunkeldog ½ barrel	275
Dunkeldog 1/6 barrel	135
Kinkaid Wheat ½ barrel	275
Miller Lite	245
Mich family ½ barrel	245
Red Hook ½ barrel	259

Other beers available by request.

Our policy is last call at midnight.

**The Annex bartender services:** \$50 for four hours {minimum}; \$10 an hour for each additional hour. Does not include gratuity for cash bar; 15% gratuity added for open bar.

**The Warehouse bartender services:** \$50 for four hours {minimum}; \$10 an hour for each additional hour. Parties of 150 or more require an additional bartender at \$10 per hour. Does not include gratuity for cash bar; 15% gratuity added for open bar.

We ask that you take care of the bar tab with the bartender at the end of the evening.

We reserve the right to terminate serving alcohol at any time during the event. We reserve the right to refuse service to **any person(s) deemed unsafe or who are underage.**

All state and locals are in effect and will be enforced for the service of alcohol and liquor at The Warehouse.

## **Confirmation and payment**

**For the Annex:** A \$\_\_\_\_\_ room charge plus tax and signed contract are required to reserve our facilities. We will give a full refund of your deposit up to 90 days in advance if cancelled.

**For the Warehouse:** \$\_\_\_\_\_ room charge plus tax and signed contract is required to reserve our facilities. We will give a full refund of your deposit up to 90 days in advance.

**Balance in full and damage deposit are required the day before your event. Please write a separate check for the damage deposit.**

We ask that you take care of any additional bar tab with the bartender at the end of the evening.

## **Cancellations**

We will gladly refund your full room charge up to 90 days prior to your event.

## **Just a few details regarding our space**

We have arranged our rooms for optimal traffic flow and comfort. Should you wish another arrangement, you are responsible for moving the tables and chairs. Our 17<sup>th</sup> Street staff will arrange the room in a different configuration for an additional \$100 fee.

If the room is not rented the day prior to your event, you are welcome to come in and decorate on that day at no extra charge during our normal business hours of 8:00 a.m. to 4 p.m. Please make these arrangements in advance.

For weddings, if you want to decorate on Friday, you might consider scheduling your rehearsal dinner in our Annex.

The room is yours from 8:00 a.m. to midnight on the day on which you rent. You may start decorating and preparing for your party at 8:00 a.m. You may take your decorations and belongings with you when your party is finished or you can make arrangements to retrieve your items during our normal business hours. Please move all items to one location as our cleaning crew comes in early each morning and will need to thoroughly clean the room.

Please take your gifts with you when your event is finished. We cannot be responsible for gifts left overnight.

There are many creative ways to decorate for your event. We do, however, want to maintain the beauty of our facility. Kindly discuss your decorating ideas with us. Please respect the following guidelines when planning your decorations:

- Please do not hang anything from the black ceiling, light fixtures, or fans. The ceiling is especially fragile. There are limited things you can hang from the wooden beams; please discuss any ideas with our staff.
- You MAY use decorating putty on the brick walls in The Warehouse; but NOT on the plaster walls in the Annex. Please do not use tape, glue, thumbtacks, nails, or other adhesive materials to hang or attach decorations, posters, displays, or exhibits to our permanent walls.
- Please, no glitter or confetti on the tables or decorations.
- Decorations that require flame or water must be approved by our catering staff. Candles must be in approved containers; no open flames.
- We have two easels you may borrow for display purposes.
- Kindly do not stand on tables or chairs to decorate. We will provide a ladder.
- Lessees will be responsible for any and all damage caused as stated in the lease agreement.

## **Terms & conditions**

Organizations and/or individuals requesting the use of the 17<sup>th</sup> Street Warehouse facilities accept full responsibility for any/all damages to the facility and/or equipment during its use. Renters will adhere to all policies and regulations pertaining to The

Warehouse. Renters also insure and accept the financial obligation by 17<sup>th</sup> Street for any injury sustained while using said facility. 17<sup>th</sup> Street is not responsible for lost, stolen, or misplaced property. Any items left behind will be held for two weeks and then disposed of.

We are delighted that you have contracted The Warehouse at 17<sup>th</sup> Street to cater your event. You are contracting The Warehouse at 17<sup>th</sup> Street to feed a specific number of people. The amount of food we prepare will vary and we will always make sure we have plenty of food to feed the number of people who attend. Excess food is owned by The Warehouse at 17<sup>th</sup> Street and Health Department food safety and handling rules prohibit us from releasing leftover food from the building. If we do release remaining food, your signature below releases us from any liability or sickness that may result from mishandling the food once it's left our premises.

All food served at The Warehouse is prepared in our licensed and inspected catering kitchen by our trained staff. Some guests like to bring a cake, baked goods, or some other family specialty to add to the buffet. Please discuss and make these arrangements with us well in advance. To protect 17<sup>th</sup> Street Bar & Grill, The Warehouse, and our staff from any future liability, we will take a portion of that item and keep it in our freezer for Health Department use and inspection should someone become ill. By signing this document you agree to follow the parameters set forth above and you certify that you are assuming all risk and liability should you bring in food items that are not prepared by 17<sup>th</sup> Street staff in our licensed and inspected kitchen.

To schedule your event or for an appointment to view our facilities, please call Becky Streuter  
618-684-8902 • f. 618-687-4311  
becky@17bbq.com

I agree to the terms and conditions outlined in this document.

---

Signature

Date

---

17<sup>th</sup> Street Bar & Grill

Date