



THE
ROOSEVELT
• ROOM •

PRIVATE PARTY
INFORMATION

TEDDY'S HALL

Complete with its own fully stocked bar, bartender, stage, and disco ball, Teddy's Hall is perfect for groups of 15-30 guests! There is a \$500 bar minimum to reserve the space any day of the week for a 3-hour timeframe. Teddy's Hall can be reserved any time during normal operating hours Sunday -Thursday, and until 10pm on Fridays and Saturdays.



BAR OPTIONS

WITH SEVERAL OPTIONS TO CHOOSE FROM, WE CAN CUSTOMIZE A DRINK PACKAGE TO FIT THE NEEDS OF YOUR PARTY!

INDIVIDUAL TABS

Guests open their own tab and/or pay as they go.

GROUP TAB

There are several different options to running a group tab for your party:

- Open Bar - run a group tab for the entire party.
- Run a group tab for a certain period of time. (ex. the first 2 hours)
- Run a group tab to a certain amount (ex. the first \$200)
- Use of drink tickets to be applied to a group tab. (ex. each guest receives 2 drink tickets for call liquor and beer only)
- Open Bar with Exceptions - a group tab customized to include or exclude certain drinks (ex. no shots)

PLANNING INFO

REQUIREMENTS

There is a \$500 bar minimum to reserve the space any day of the week for a 3-hour timeframe. The back space can be reserved anytime during normal operating hours Sunday - Thursday, and until 10pm on Fridays and Saturdays.

CONFIRMATIONS/DEPOSITS

A digital contract is required to secure a specific date. Parties must meet the agreed-upon spending minimum at the conclusion of their party. Any damages incurred during the party will be charged to the host and you will be notified of any charges.

CANCELLATION POLICY

A \$100 cancellation fee will be applied if we are not given a 14-day notice of cancellation.

NO-SHOW POLICY

A \$300 no-show fee will be applied if your entire party fails to show up without cancelling first.

MENUS

The Roosevelt Room offers catering from Keystone Bar & Grill. Menus are available upon request. Final menu selections must be received 7 days prior to the event and should be confirmed with the Keystone Catering Manager. Menu items and preparations are subject to change depending on market availability. The Roosevelt Room does not serve food, but does allow for outside catering to be brought in for a \$50 cleanup fee.

METHODS OF PAYMENT

Payment is due immediately upon completion of the party. We accept MasterCard, Visa, Discover, American Express, and cash. We cannot accept payment before the day of the services rendered.

TAX & GRATUITIES

All food and beverage prices are subject to a state sales tax. There is no automatic gratuity added to any food or beverage sales. We suggest leaving a 20% gratuity for the staff working your event.

At The Roosevelt Room, our goal is to make the planning of your event as stress-free and enjoyable as possible!

Please inform our sales staff of any need in finding decor, transportation, av equipment, DJs, bands, photographers, florists, or any other outside service. We are happy to recommend one of our preferred vendors to help make your party perfect. If there is something in this packet you don't see, just let us know!

The Roosevelt Room is located at:
7500 Bales Street | Suite A-104 | Liberty Township, OH 45069
513.360.9990 | therooseveltroomoh.com

4EG

four entertainment group

**TO RESERVE A PRIVATE ROOM, PLEASE CONTACT
OUR PRIVATE PARTY SALES MANAGER:**

OFFICE: 513.721.0083 | FAX: 513.721.0856
EVENTS@FOUREG.COM | WWW.FOUREG.COM