



Little Owl the Townhouse at 55 Grove St.
Evening Event Proposal

FLAT RATES:

<i>space can host up to 34 guests at one long table</i>		<i>space can host up to 80 guests for a cocktail party</i>	
Up to 10 guests	\$4,000.00	Up to 50 guests	\$9,000.00
Up to 20 guests	\$5,000.00	Up to 60 guests	\$10,000.00
Up to 30 guests	\$6,000.00	Up to 70 guests	\$11,000.00
<i>space can host up to 40 at 3 separate tables</i>		Up to 80 guests	\$12,000.00
Up to 40 guests	\$8,000.00	<i>**for all guest counts: additional guests billed at \$200/person until the next flat rate**</i>	

INCLUDES:

Private use of the space for up to 4 hours

- Additional time billed at \$1000/hour

Food

- Passed hors d'oeuvres + sit down 3 course meal

OR

- Full cocktail style menu

Non-alcoholic beverage

- Soda, juice, coffee and tea

Labor

- Dedicated event planner
- Captain, servers, bartender, kitchen staff

Basic Décor

- Tables, chairs, white linens, votive candles, simple printed menus & name cards, flatware, glassware, etc.

DOES NOT INCLUDE:

Alcoholic/specialty beverage

- Billed on consumption: wine, beer, liquor, specialty cocktails, specialty mocktails, bottled water

23% operations fee

- This is not gratuity and is not intended to be considered service employee income
- Applicable to all line items on the final invoice including additional services

8.875% sales tax

- Applicable to all line items on the final invoice including additional services

Additional services available

- Our inhouse decor/floral team can bring your vision to life! We also work with a long list of preferred vendors including photographers, live musicians, photo booth rentals, etc. **Your planner will guide you through all the possibilities!**
- We are a full production event planning team. Services not booked through the little owl will be subject to a utilization fee and in most cases must provide a certificate of insurance.

*****final invoices are sent upon the conclusion of the event and may be paid by credit card, ACH, cash or check*****
~ additional deposits may be requested throughout the planning process to secure select vendors ~