



# HEADLINERS

## PRIVATE ROOM MINIMUMS

### ***Prior to 9:00 a.m.***

Early Open Fee 0 – 50 people \$195;  
51 – 125 people \$350; 125+ people \$475

### ***9:00-11:00 a.m.***

Minimum of \$22/person (or cost of breakfast)

### ***11:00 a.m.-1:30 pm***

Lunch service is required - either a planned lunch menu  
or order from the menu depending on headcount

### ***1:30-5:00 p.m.***

- Minimum Private Room Usage Fee of \$22/person  
(Includes Snack mix/popcorn and non-alcoholic beverages)
- If you prefer to serve appetizers, food minimum of \$25/person

### ***5:00 p.m. and later:***

- Minimum Private Room Usage Fee of \$22/person  
(Includes Snack Mix/Popcorn and Non-Alcoholic Beverages)
- If you prefer to serve appetizers, food minimum of \$25.00/person  
(\$25/person applies to all private room events January-November)
- In December, any reservation for a private room in the evening  
(5:00 pm or later) carries a per person food minimum of \$35.

**Please note that reservations must be made for specific times. If you have reserved a room and leave early, you will still be responsible for the entire time period reserved and any fees or minimums that accompany that reservation. Conversely, Headliners cannot guarantee the availability of any room after the time frame reserved. It is likely that the room will be reserved for another Headliners member and if that is the case, we will need you to release the room at the scheduled time.**

**Please contact the catering department for information about items not listed above.**

**December 2023**

**25% service fee and 8.25%  
sales tax will be added to all  
food and beverage items.**



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## PRIVATE ROOM MINIMUMS

### *All-Day Meetings:*

All-day meetings consist of a reservation starting at 10:30 a.m. or earlier and going until 1:30 p.m. or later.

For all-day meetings, the following guidelines apply:

- a guaranteed number of guests for all-day is due two days prior

- each room carries a minimum number of people:

Capitol/Caucus/Brown 4 people, Shivers/Green 10 people, Read 15 people

- \$22/person minimum for the morning portion\* (9:00-11:00 a.m. )

- Menu cost for plated lunch (see special events) (11:00 a.m.-1:30 p.m.)

- \$22/person minimum for the afternoon portion\* (1:30-5:00 p.m.)

**\* billing is based on the guaranteed number, not attendees, unless the number that attend is greater than the guarantee.**

- all-day reservations shall not extend past 5:00 p.m. unless previously arranged through the special events office.

### *Private Room Day of Cancellation or No-Show Fee \$225*

(This fee applies to parties under 12 guests utilizing a la carte lunch or a la carte dinner. Please note that planned menus, or parties larger than 12 guests, canceled within 24 business hours of the event will be subject to additional charges)

### *Private Room Deposits*

Deposits are required for the Granger Suite all year and for McBee in December.

Granger Suite M-Th - \$5,000, 12 months out, \$3,500, 6 months out, \$2,000, 3 months or less out

F&Sa - \$6,000, \$4,500, \$3,000

Minimum to be met for use of the Granger Suite = \$6,500

McBee M-Sa - \$2,500, 12 months out, \$2,000, 6 months out, \$1,000, 3 months or less out

**December 2023**

25% service fee and 8.25% sales tax will be added to all food and beverage items.

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