



ROCK  WOODS

**THE WOODS & PRAIRIE ROOM**

*Largest banquet room with a private lobby and patio  
that can also be divided in half for smaller events*

**40 to 330 guests seated, up to 450 guests for an open house**



# Pricing

## Included Amenities for All Events

- Complete set up, decorating, and clean up
- Built-in, full service, two sided bar
- Custom room layout options
- Complimentary centerpiece items
- Custom linen colors and napkin folds
- Free parking, overnight included
- Walking distance to the Holiday Inn hotel
- House dinner music
- Customized event signage
- Planning assistance

## Full Room vs. Half Room Capacity & Amenities

Amenities	Full Room	Woods Room	Prairie Room
Seated at Tables Max Capacity	336 people	168 people	168 people
Open House Max Capacity	450 people	200 people	200 people
Complimentary Microphones	2	1	1
Projector & Screen *\$100 rental fee	1 set built-in		1 set built-in
Dance Floor	1 built-in	1 built-in	
Coat Room	1 built-in		1 built-in

## Room Fee

FULL ROOM	Any Day of the Week
6am-4pm	\$400
5pm-Close	\$400
All Day	\$400 (add \$200 if you want a reset/move during the rental)

HALF ROOM	Any Day of the Week (not available Saturdays)
6am-4pm	\$200
5pm-Close	\$200
All Day	\$200 (add \$100 if you want a reset/move during the rental)

## Food & Beverage Minimum

FULL ROOM	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6am-4pm	\$1000					\$4000	\$4000
5pm-Close	\$1000				\$3000	\$6000	\$4000
All Day	\$2000				\$4000	\$8000	\$6000

HALF ROOM	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6am-4pm	\$600					N/A	\$1500
5pm-Close	\$600				\$1500	N/A	\$1500
All Day	\$1000				\$2000	N/A	\$3000

# Questions & Answers

## What is the “Room Fee”?

It reserves the space & covers all of the included amenities. Non-taxable. Due within two weeks of booking.

## What is the “Food & Beverage Minimum”?

It is the amount you need to spend on food and beverages for your guests before tax or gratuity and not including the room fee. Alcohol you purchase for your guests does count towards your minimum.

## Can I bring in my own food?

**No.** All food and beverages must be supplied by Rockwoods. Exceptions to desserts do apply, see “sweets” page.

## Can we taste the food before we book or before our event?

**Yes.** You may set up a private tasting with an event coordinator, or visit our restaurant. A private tasting is not complimentary, and costs will include the cost of the meals that are ordered, as well as a \$50 fee. These costs are due at the time of the tasting.

## Can we bring home our leftovers?

**No.** In compliance with state health codes, food and beverages prepared by Rockwoods but not consumed during the event become the property of Rockwoods and may not be removed from the premises. Under certain circumstances where we feel the food will be handled properly, the host may be allowed to take left over items after signing a waiver.

## What are the tax rates?

**7.375%** on food, non-alcohol beverages, and rentals. **9.875%** on alcohol.

## What about gratuity?

**Recommended gratuity is 20%.** We do not have a mandatory service charge. 20% will appear on all event order estimates to help with budgeting, but it is up to you to determine the tip amount for our staff. 100% of all gratuities are paid to our employees, there is no tax charged on gratuities.

## When do I pay?

- **The room fee** is due within two weeks of reserving your date.
- **The remaining balance** is due the night of the event, but corporate events can request net 30 billing

## When is the final guest count due?

**The Wednesday the week prior to your event.** Please refer to your contract for a specific date. You may not, for any reason, decrease the meal counts after this date. Additional guests that arrive may be subject to a wait time for their meal while it is prepared and will not be guaranteed the exact same meal.

## Can we bring our own decorations?

**Yes. You will have guaranteed access to the room 1 hour before your chosen guest arrival** to add additional décor items. Nothing is allowed that would damage the facility or be too difficult to clean up (no loose glitter or confetti!) Candle flames must be surrounded by the container. Nothing may be hung on the walls without prior approval.

## Can I bring in my own DJ or band?

**Yes,** from any vendor of your choosing, at your own expense and arrangement. However, we highly recommend that you use one of our preferred vendors that we guarantee will do a great job.

## Am I liable for guests that consume alcohol, & what are your rules?

Paying for alcohol does not put you in a place of legal liability. That liability falls on our liquor license. As the host, you are accountable for the behavior of your guests. Should there be a violation of our alcohol clause; a \$500 fee could be added to your final bill. Please help our staff enforce responsible drinking behavior to avoid such penalty. **NO outside alcohol is allowed on premises. NO underage drinking is permitted. ALL guests will need to show state issued identification. Anyone showing signs of intoxication will not be served.** We reserve the right to “cut off” alcohol service to certain guests, ask problem individuals to leave, close the bar, or end the party entirely.

## What if I need to cancel?

- After room fee is paid – loss of room fee
- Within 3 months of event date – loss of room fee and 50% of minimum due plus a 20% service charge
- Within 1 Month of event date – loss of room fee and 75% of minimum due plus a 20% service charge
- Within 10 days of the event date – 100% of event order or minimum due (whichever is greater) plus a 20% service charge

# Decor & Rentals

## Complimentary Linens

Table Linen    White    Ivory    Black  
Linen Napkins    White    Ivory    Black    Navy    Brown    Green    Tan    Red    Maroon    Grey

## Complimentary Centerpiece Items

Please come in to talk with an event coordinator and see all that we have to offer in person. You will be offered one colored accent napkin, one mirror tile or plate, one vase, and one candle per table, all for free!

## Presentation Equipment

Projector & Screen \$100 ceiling mounted, bring a laptop or use ours, motorized drop down, large enough for the entire room to see  
Screen only \$50    Lobby TV \$50    Easels \$10    Flip Charts \$15    White Board \$15

## Staging

Staging 16" tall \$100 delivery, \$35/4'x4' section, \$25/stairs

## Lighting in the Draping

Ceiling Draping Lights \$50  
The Wall of Lights \$50  
Head Table Skirting Lights \$25  
Custom Color Up Lights \$19 each, or 8 for \$140

## Chair Covers

Chair Cover \$2.50 available in White, Ivory, or Black  
Tied Satin Chair Sash \$1 available in 39 colors  
Bring in your own \$1/chair for installation

## Other Decor

Satin Table Runner \$1 (6" wide, 39 color options)  
12 Hour Votive Candle in Glass Holder \$0.25  
7 Hour Jumbo Tea Light Candle \$0.25  
3" Floating Candle \$0.50  
Cylinder Vase with colored fill & Floating Candle \$3 (6", 7.25", 9")  
Glass Fish Bowl or Rose Bowl with Beads & Candle \$3  
Wood Slice 12" Round \$3  
Metallic Gold or Silver Plastic Plate Charger 13" \$1  
Crystal candle stands with candles: 35 piece collection \$50  
Mirror Cake Stand \$10  
Rhinestone Card Box \$10  
Wooden Chest Card Box \$10

# Beverages

## Self-Serve Station

**Canned Soda** \$2.00 per can (Coke, Diet Coke, Mountain Dew, Sprite)  
**Coffee** \$45 per 1.5 gallons, regular or decaf (coffee is included with plated or buffet dinners!)  
**Punch** \$14.95 per gallon (served in a crystal punch bowl with punch cups)  
**Pink Lemonade** \$8.95 per liter  
**Unsweetened Iced Tea** \$8.95 per liter  
**1% Milk** \$8.95 per liter

## The Bar

 (min. of 40 guests required to have the bar available, or a fee of \$100)

**Unlimited Soda Package** \$150.00 flat fee Coke, Diet, Sprite, Mello Yellow, Dr. Pepper, Lemonade

**16 Gal Kegs** about 120 servings (kegs we have in the restaurant can be placed on reserve)

**\$300** Coors Light, Miller Lite, Michelob Golden Light

**\$350** Surly Hell, Blue Moon

**\$500** Summit IPA, Schell's Seasonal, Leinenkugel's Seasonal

**\$550** Surly Furious, Bells Two Hearted, Castle Danger Cream Ale, Steel Toe Size 7

Custom Order Kegs -We can order in almost any beer. Prices will vary. Reserve Kegs not available

**House Wine - Fox Horn \$40/1.5L bottle** (additional bottles can be placed on reserve) Chardonnay or Cabernet

**Proverb Wine \$240/case** sauvignon blanc, pinot grigio, chardonnay, rosé, pinot noir, merlot, cabernet

**Josh Cellars Wine \$335/case** sauvignon blanc, chardonnay, rosé, cabernet

**Full restaurant wine list** also available by the bottle

**Full Room Pour** add \$1.00/adult guest

## Hosted Tabs or Drink Tickets

"Hosting" means that you are paying. You can limit a tab by who is allowed to order on it, total dollar amount, time frame, type of alcohol allowed, cost of each item allowed. Drink tickets limits people to a certain number of drinks each. The tickets have no value. The charge for their drink depends on what they are ordering within your set limitations.

