



# Private EVENT

## INCLUDED

- 2 SERVERS TO BUS TABLES /COLLECT TRASH\*\*
- Up to 5 HOUR EVENT TIME
- 1.5 HOURS PREP TIME
- 1 HOUR WRAP TIME
- MELODIC ROOM OVERNIGHT STAY

## BRING YOUR...

- FOOD - CATERER OF YOUR CHOICE
- BEVERAGES
- LINEN FOR BUFFET AND BEVERAGE TABLE
- DECOR
- DISHWARE, FLATWARE, AND GLASSWARE
- TEA SERVICE WARE



# I D E A L   E V E N T S

- BRIDAL SHOWERS
- BABY SHOWER
- WINE & CHEESE RECEPTION
- LAUNCH PARTY RECEPTION
- BOOK SIGNING
- GARDEN PARTY
- HIGH TEA
- WINE TASTING
- CRAFT PARTY
- SPA/SELF-CARE EVENT
- SMALL PRIVATE DINNER PARTIES
- BIRTHDAY PARTY
- ANNIVERSARY PARTY

# P R I C E

- EVENT, MAX 25 GUESTS STARTING AT \$1300\*
- EVENT, MAX 14 GUESTS STARTING AT \$970\*

\*FULL PAYMENT REQUIRED - IF TOTAL IS OVER \$1000 - 50% DEPOSIT IS REQUIRED. ALL PAYMENTS ARE NON-REFUNDABLE. FINAL PAYMENT IS DUE 15 DAYS BEFORE SCHEDULED EVENT DATE. LIABILITY INSURANCE REQUIRED. - 20% GRATUITY WILL BE ADDED. \*\* ONLY INCLUDED WITH PRIVATE CHEF SERVICES.

# A D D O N . . .

- TABLE LINENS - \$5 PER LINEN
- HIGH TOP TABLES - \$7 PER TABLE
- 6 FOOT TABLE - \$7 PER TABLE
- CHIAVARI CHAIR - \$3 PER CHAIR
- TABLE SETTING - \$4 PER SETTING
- OUTDOOR PATIO AREA, INCLUDES HIGH TOP TABLES AND LINENS - \$150
- ADDITIONAL SPACE - 2ND FLOOR BEDROOMS- \$50 OFF EACH ROOM RATE
- LIVE MUSIC- \$300/HR.
- DJ SERVICES - \$150/HR
- PRIVATE CHEF SERVICES - STARTING AT \$65.00 PER PERSON
- BUFFET LUNCH/DINNER - STARTING AT \$45.00 PER PERSON

WE RESERVE THE RIGHT TO CHARGE \$225/HR, IF THE EVENT RUNS OVER CONTRACTED HOURS.

ALL RATES INCLUDE:

- SERVICE PERSON - TWO STAFF PERSON TO BUS YOUR TABLES AND MANAGE TRASH COLLECTION\*\*
- CUSTOM FLOOR PLAN
- MELODIC ROOM ON SECOND FLOOR PROVIDING OVERNIGHT STAY ACCOMMODATIONS FOR HOST - ALSO ADDITIONAL ACCESS TO 2ND FLOOR BATHROOM
- 1.5 HOURS PREP TIME PRIOR TO START OF YOUR EVENT.
- 1 HOUR WRAP TIME - IT IS ACCEPTABLE THAT SOME GUESTS LINGER DURING THE CLEAN UP
- NO PARKING LOT - PLENTY OF FREE STREET PARKING ON WINDER ST AND JOHN R. ST. - PRIVATE PARKING AN ADDITIONAL CHARGE

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## CAPACITY

- OUR MAXIMUM SEATING CAPACITY IN A DINNER STYLE ARRANGEMENT IS 14. THE FULL CAPACITY FOR THE MAIN FLOOR IS 40 FOR A STROLLING STYLE EVENT. **NOTE: PURCHASE OF SPECIAL EVENT LIABILITY INSURANCE IS REQUIRED FOR ALL EVENTS .**

## CATERING

- BRING YOUR OWN FOOD AND BEVERAGES. WE DO NOT INVOLVE OURSELVES IN YOUR CATERING CHOICES. IT IS REQUIRED THAT YOUR CATERER BE PRESENT FOR THE DURATION OF THE FOOD SERVICE PORTION OF THE EVENT FOR PARTIES ABOVE 10 GUESTS.. WE DO NOT HAVE A PREFERRED CATERER LIST. WE HAVE A PREP AREA, SINK - THERE IS NO COOKING ALLOWED - ALL FOOD MUST BE PRECOOKED. YOU MUST ALSO BRING YOUR OWN EXPENDABLES, LIKE NAPKINS., FLATWARE, ETC. MUST PROVIDE SERVICE AND FOOD CLEANUP FOR EVENT.

## PRIVATE CHEF

- OUR IN-HOUSE CHEF MAKES A VARIETY OF WONDERFUL DISHES AND CAN CURATE A SPECIAL MEAL FOR YOUR GUESTS. PRIVATE CHEF SERVICES ARE AVAILABLE FOR HORS D'OEUVRES, BRUNCH, LUNCH AND DINNER. THE MENU PRICING STARTS FROM \$65/PERSON TO \$150/PERSON, DEPENDING ON THE GROUP SIZE AND MENU REQUESTED.

## ALCOHOL

- CASH BARS ARE NOT PERMITTED. ALCOHOL SERVED AT YOUR EVENT MUST BE COMPLIMENTARY FOR YOUR GUESTS UNLESS YOU HAVE A PERMIT. HOST LIQUOR LIABILITY MUST BE INCLUDED ON SPECIAL EVENT LIABILITY INSURANCE. WE RESERVE THE RIGHT TO CUT OFF/AND OR EJECT ANY GUESTS FROM OUR PREMISES. NO DRINKING AND DRIVING PLEASE!

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## **Cancellation Policy - NO REFUNDS - COMPLETELY TRANSFERABLE**

**Non - Refundable Cancellation Policy:** All guest rooms or event area reservations will be handled in accordance with our stated Four (4) Day Reservation Credit Vouchers Policy. The Cochrane House Luxury Historic Inn requires full payment for reservations booked at our establishment. Payments are non-cancellable and non-refundable. We will charge the full amount of the reservation to the credit card the guest provided at time of booking. Guest is required to notify us by email within 24 hours of initial booking if there are any potential changes to their reservation, because we DO NOT offer a cancellation or refund policy. All guests are given a four (4) day reservation credit voucher in the event of a cancellation to reserve a future date. Four (4) day reservation credit vouchers are non-transferable; any changes MUST be paid in full and subject to the reservation modification fee.

**Group Cancellation Policy:** A separate cancellation policy applies for all call-in group cancellations. For group / whole house rentals we require a non-refundable deposit and we require a minimum 2-night stay (owner discretion). Please contact us by email to inquire: [info@thecochranehouse.com](mailto:info@thecochranehouse.com)

**Reservation Reschedule Notification:** We understand that sometimes it is necessary to change a reservation. All reservation changes must be by EMAIL ONLY. We do not accept reservation changes by phone. The guest is responsible for verifying that The Cochrane House Luxury Historic Inn's booking agents has received the cancellation email; please call 313-230-0398 to make sure we have received your request.

**Third Party Booking Agents (i.e. AirBnB, HomeAway):** We recommend that you book directly with us to receive the best rate, but you may use third-party agents such as AirBnB, HomeAway, Expedia, etc. Those websites are NON-REFUNDABLE and you would not qualify for any establishment vouchers. If you reserve through a third-party site and there is a problem with your reservation, we have no way to contact you directly. Only the online third-party agent has the access to cancel the reservation. Should you need to cancel your reservation, you must go back through their booking website.

## **Non-Refundable Reservations – NO EXCEPTIONS**

- No Shows and Early Departures
- Reservations made over the Holiday
- Higher Rate Special Dates i.e. sports opening day, NAIAS, etc.
- Minimal Night Stay Requirements
- High Season – May, June, July, August, & September
- Discounted Reservations, Specials Occasions Reservations made using Discounts, Coupons, Voucher, and Gift Certificates, etc.
- Reservations made through Online Travel Agencies (OTAs)- such as HomeAway, Expedia, Hotels.com, etc.
- Reservations that include packages or add-ons.

\*Rates and policies subject to change.