

# The Collingswood Grand Ballroom Corporate & Social Information



COLLINGSWOOD  
GRAND BALLROOM



# Ballroom Information

## January, February and March

	<u>5 hour Event</u>	<u>4 hour Event</u>	<u>3 hour Event</u>
Monday, Tuesday,			
Wednesday & Thursday:	\$2,750.00	\$2,500.00	\$2,250.00
Friday:	\$3,250.00	\$3,000.00	\$2,750.00
Saturday:	\$3,750.00	\$3,500.00	\$3,250.00
Sunday:	\$3,250.00	\$3,000.00	\$2,750.00

## April, May, June, July, August, September, October, November and December

	<u>5 hour Event</u>	<u>4 hour Event</u>	<u>3 hour Event</u>
Monday, Tuesday,			
Wednesday & Thursday:	\$2,750.00	\$2,500.00	\$2,250.00
Friday:	\$3,750.00	\$3,250.00	\$3,000.00
Saturday:	\$4,750.00	\$4,500.00	\$4,250.00
Sunday:	\$3,250.00	\$3,000.00	\$2,750.00

\*Plus NJ Sales Tax

## Payment Information

- Required Deposit: \$2,000.00 – Grand Ballroom
- Checks payable to “Collingswood Foundation for The Arts” or “CFFA”
- Security Deposit in the amount of \$500.00 will be charged prior to the event and refunded within 2 weeks of the event pending a satisfactory inspection of the Venue. Security Deposit is Non-Refundable if event is canceled.
- Cleaning Fee: \$350.00 if applicable
- Final Payment is due 2 weeks before the event as well as final floor plans, event timeline and final guest count.

### Additional Hour Rates

- Two (2) hour are allotted before the scheduled event start time for set-up. If additional time is needed, the fee is \$200.00 per hour.

### Ballroom Rental Fee includes:

- Lower Level and Mezzanine level
- 17 High-top tables
- Ten 8’ Auction/Vendor tables (if applicable for your event)
- Dining seating for up to 400 guests
- Audio system
- Podium and staging (if needed)
- House staff set-up and break-down

## Customized Services

### Audio Visual

- AV Equipment & Projector: \$950.00 includes microphone, (if applicable) podium, stage & screen
- If outside DJ or live music is brought in, sound may not exceed 100 decibel level. We will monitor if necessary.

### Lighting (all specialty lighting is to be done by the Ballroom exclusively).

- Ambient Up-Lighting: \$200.00 for 12 up-lights
- Pin Spotlight: \$10 per light

\*\*All items are subject to 6.625% NJ Sales Tax

\*\* All outside vendors must be licensed, insured, and approved prior to scheduling\*\*

# List of Approved Caterers

## **Andreotti's Catering**

1601 Chapel Avenue West  
Cherry Hill, NJ 08002  
(856)795-0172  
[www.andreottis.com](http://www.andreottis.com)  
[info@andreottis.com](mailto:info@andreottis.com)

## **Cathy's Catering**

600 Main Street  
Riverton, NJ 08077  
(856) 829-2119  
[www.cathyscatering.com](http://www.cathyscatering.com)  
[caterer22@gmail.com](mailto:caterer22@gmail.com)

## **Due Amici Catering**

2114 Branch Pike  
Cinnaminson, NJ 08077  
(856)303-8828  
[www.dueamicinj.com](http://www.dueamicinj.com)  
[erika@dueamicinj.com](mailto:erika@dueamicinj.com)

## **Summit Catering**

428 Kelley Drive, Suite C  
West Berlin, NJ 08091  
(856)768-8003  
[www.summitcatering.com](http://www.summitcatering.com)  
[tori@summitcatering.com](mailto:tori@summitcatering.com)  
[francesca@summitcatering.com](mailto:francesca@summitcatering.com)

# Beverage Packages

## Beer & Wine Bar Package

Cabernet Sauvignon , Merlot, Chardonnay, Sauvignon Blanc, Pinot Grigio, Moscato, Rose, and soda

**\$18.00 per person plus NJ Sales Tax**

## Premium Bar Package

Absolut, Tito's, Three Olives Cherry, Tanqueray, Bacardi, Captain Morgan, Malibu, Dewar's, Johnny Walker Red, Seagram's VO, Jack Daniel's, Jim Beam, Southern Comfort, Old Bushmill's, Campo Bravo Plata, Hennessy, Amaretto, Kahlua, Sweet & Dry Vermouth, Bailey's, Peach Schnapps, Sour Apple, Blue Curacao, Triple Sec, Watermelon Pucker, Cabernet Sauvignon , Merlot, Chardonnay, Sauvignon Blanc, Pinot Grigio, Moscato, Rose, and all sodas, bar mixers, and garnishes.

**\$25.00 per person plus NJ Sales Tax**

## Grand Bar Package

Stolichnaya, Grey Goose, Tito's, Three Olives Cherry, Bombay Sapphire, Captain Morgan, Cruzan Light Rum, Malibu, Johnny Walker Black, Johnny Walker Red, Crown Royal, Jameson, Makers Mark, Southern Comfort, Patron, Jose Cuervo Gold, Hennessy, Disaronno Amaretto, Sweet & Dry Vermouth, Bailey's, Chambord, Cointreau, Grand Marnier, Kahlua, Blue Curacao, Peach Schnapps, Sour Apple, Triple Sec, Watermelon Pucker, Cabernet Sauvignon , Merlot, Chardonnay, Sauvignon Blanc, Pinot Grigio, Moscato, Rose, and all sodas, bar mixers, and garnishes.

**\$27.00 per person plus NJ Sales Tax**

The above packages include a Complimentary Champagne toast for all adult guests and are served with your choice of Two Draft Beers:

Budweiser, Bud Light, Coors Light, Heineken, Miller Lite, Yuengling  
Tonewood: Fuego, Yards: Brawler, Extra Special Ale, or IPA  
Please ask about additional beer options.

Dinner Wine Service is available starting at \$150 plus tax depending on guest count.

All guests under 21 years of age will be \$8.50 per person

# Cash Bar Option

**\$175 - Per Bartender**

**\$100 - Per Bar Helper**

## Price Per Drink

\$10 - Martini

\$8 - Mixed Drink

\$6 - Beer & Wine

\$2 - Soda

## Soda Only Package

\$8.50 per person

6.625% NJ Sales Tax



# Recommended Vendor List

## Bands/DJs/Live Entertainment

### **BTV Live**

Nils Mossblad  
Cell: 484.885.0657  
Nils@bvtlive.com  
www.bvtlive.com

### **Center Stage Entertainment**

(856) 783-7300  
www.centerstageent.com

### **DJ Gaetano Entertainment**

Gaetano Bosco  
(610) 637-2828  
djgaetanobosco@gmail.com  
www.djgaetano.com

### **DJs Available**

(856) 273-8787  
www.djsavailable.com

### **East Coast Entertainment**

Samantha Ferrara  
(856) 803-0611  
sferrara@bookece.com  
www.bookece.com

### **Exceptional Entertainment DJ's**

(609) 217-2204  
Tunes2u124@aol.com

### **Hot Hot Hot**

Anthony Vennera  
(215) 619-7746  
www.hothothotent.com  
anthony@ame.events

### **Party of Three - Elise Pelletier**

(856) 629-2275  
www.Partyof3.net  
info@partyof3.net

### **Time Productions**

(856) 227-6696  
stew@gime-productions-djs.com  
www.time-productions-djs.com

## Décor

### **Timeless Creations by Afshan**

(609) 560-4355  
Afshanahsan5@gmail.com

### **Xtraordinary Events**

Vito Russo  
(267)551-4400  
vito@xtraordinaryevents.net  
www.xtraordinaryeents.net

## Event Planner

### **Shining Moments Event Planning**

Zupenda Davis-Shine (Owner)  
P.O. Box 591  
Mt. Laurel, NJ 08054  
(856) 334-0015

## Entertainment

### **Caricature Artist**

Bruce Blitz  
bruce@bruceblitz.com  
(856) 414-9200  
www.bruceblitz.com

## Florists

### **Heart and Sola Creations**

Wooden Wedding Flowers  
Philadelphia, PA  
(610) 643-4146  
heartandsolacreations@gmail.com  
www.heartandsola.com/social

### **Leigh Florist**

400 Amherst Road  
Audubon, NJ 08106  
(856) 547-1090  
www.leighflorist.com

### **Michael Bruce**

Pennsauken, NJ 08109  
(856) 854-6322  
www.michaelbruceflorist.com

### **Michael William Florist**

Thorofare, NJ  
(856) 848-3945  
Mikewh328@verizon.net  
www.mwfgonline@com

### **Zenplicity Floral Studio**

Mt. Laurel, NJ  
(856) 334-8047  
zenplicitystudio@gmail.com  
www.zenplicityflorist.com

# Recommended Vendor List

## Hair & Makeup

**Bauhaus Hair Design Studio**  
788 Haddon Ave  
Collingswood, NJ 08108  
(856) 833 1116  
info@bauhaushairdesign.com

**Hair Event Salon**  
413 West Crystal Lake Ave  
Haddonfield, NJ 08033  
(856) 854-2424  
www.haireventnj.com  
www.oursalon2u.com

## Honeymoon Planning

**Blue Equator Travel**  
Deptford, NJ  
(856) 313-0351  
Honeymoon Experts  
beth.surplus@avoyanetwork.com

## Hotels

**Double Tree by Hilton Cherry Hill**  
2349 West Marlton Pike  
Cherry Hill, NJ 08002  
(856) 665-6666

**Holiday Inn Cherry Hill**  
2175 Marlton Pike  
Cherry Hill, NJ 08022  
(856) 663-5300

**Hilton Garden Inn –  
Camden Waterfront**  
1 Penn St  
Camden NJ 08102  
(856) 756-0070

## Photo Booth/Specialty Lighting

**InstaMoment Photo Booth**  
Photo Booth Only  
(856) 857-4042  
yourinstamoment@gmail.com  
www.inviteinstamoment.com

**Image Perfect Photo Booth**  
Photo Booth Only  
(609) 221-4942

**PH Marquee Letters**  
856-630-2156 - Text Only  
www.phmarqueeletters.com

## Photographers

**Alimario Photography LLC**  
(609) 560-2569  
alimariophoto@gmail.com  
www.alimariophoto.com

**Debbie Troy Photography**  
Corporate Photographer  
www.debbietroyphotography.com  
debbie@debbietroyphotography.com  
(856) 834-0856

**Gen Palmer Photography**  
(609) 865-4017  
gen@genpalmer.com  
www.genpalmer.com

**Kayla Aspen Photography**  
(856) 628-3686  
kaylaaspenphotography@gmail.com  
www.kaylaaspen.com

**Meyer Photography**  
Rich & Mary Ellen Meyer  
(856) 307-9071  
www.richmeyerphoto.com  
marymeyerphoto@aol.com

**RKVP Wedding and Event Videography**  
(609) 214-7678  
erica.kirschner@gmail.com

## Transportation

**Affordable Car Services**  
Brooklawn, NJ  
(856) 904-2208  
info@affordablecarservices.net  
www.affordablecarservices.net

**Albert's Transportation**  
1126 Route 73 South  
Mount Laurel, NJ 08054  
(856) 222-9600  
www.albertstransportation.com

**Delaware Express**  
2825 Ogletown Rd.  
Newark, DE 19713  
302-454-7800  
www.delexpress.com

**Great American Trolley Co.**  
821 Shunpike Road  
Cape May, NJ 08204  
(609) 884 -0450  
www.gatrolley.com

**Uptown Pleasure Carriages**  
Danyelle Kumpel  
Southampton, NJ  
(609) 859-0211  
www.Uptownpleasurecarriages.com

## Tuxedo and Suit Rental

**Lifestyles Tuxedos**  
5320 Rt 42  
Blackwood, NJ 08012  
(856) 228-6622