



THE
ROOSEVELT
• ROOM •

PRIVATE PARTY
INFORMATION

ALICE'S ALCOVE

Alice's Alcove is a private room that can accommodate groups of 15-50 people. This space is complete with its own fully stocked bar, bartender, and disco ball!



*Alice's Alcove does not have draft beer or draft wine.

BAR OPTIONS

THERE ARE SEVERAL TAB OPTIONS AVAILABLE TO HELP YOU REACH YOUR BAR SPENDING MINIMUM!

INDIVIDUAL TABS

Guests open their own tab and/or pay as they go. All individual bar tabs will apply to the bar spending minimum.

GROUP TAB

There are several different options to running a group tab for your party:

- **Open Bar** - Run a group tab for the entire party.
- **Open Bar With Exceptions** - Run a group tab customized to include or exclude certain drinks (ex. No shots or top-shelf liquor). If a guest wants a drink that is excluded, they may purchase it on their own individual tab. All tabs will apply to the bar spending minimum.
- **Run A Group Tab For A Certain Period Of Time** - (Ex. The first 2 hours). After the specified time, the party will switch to individual tabs. All tabs will apply to the bar spending minimum.
- **Run A Group Tab Up To A Certain Amount** - (Ex. the first \$300). Once the group tab hits the specified amount the party will switch to individual tabs. All tabs will apply to the bar spending minimum.
- **Use Of Drink Tickets To Be Applied To Group Tab** - (Ex. Each guest receives 1 drink ticket to purchase beer, wine, or well liquor.)

PLANNING INFO

SPENDING MINIMUMS

Alice's Alcove can be reserved for up to a 3-hour timeframe any day of the week during open hours. We do not require a rental fee or deposit. We just require that the party meets its bar spending minimum by the party end time. All group and individual bar tabs will apply to the minimum - tax and gratuity are not included.

Monday-Friday: \$500 bar spending minimum for a 3-hour timeframe with a start time of 4:30pm or earlier. \$750 bar spending minimum for a 3-hour timeframe between 5-10pm. For each hour after 10pm, the bar spending minimum will increase by \$100.

Saturday-Sunday: \$750 bar spending minimum for a 3-hour timeframe ending at 10pm or earlier. For each hour after 10pm, the bar spending minimum will increase by \$100.

FOOD / CATERING

While The Roosevelt Room does not serve food, we do allow food/catering to be brought in or delivered to the bar. We can provide a folding table(s) with a black tablecloth to place the food on, buffet style. Please be sure to provide all necessary plates, utensils, etc. as we do not have these on-site.

Preferred Catering: Thunderdome Restaurant Group is our preferred caterer for events. Click [HERE](#) for their catering information and menus. All catering orders must be organized with Thunderdome directly. Click [HERE](#) for their catering webpage with contact information and inquiry forms. *Due to our partnership, there is a 10% venue catering fee added to any catering orders to our location.

Outside Catering: If our preferred catering does not work for your event, you are welcome to bring your own food or use an outside caterer. All outside catering orders must be organized with the caterer directly. *There is a \$50 outside food/catering fee added to your tab on-site.

Parties are welcome to bring in dessert for no fee!

DECORATIONS / SETUP

Parties are welcome to decorate however they'd like, we just ask for NO glitter or confetti of any kind. Party hosts or a designated guest can arrive prior to the event start time to decorate/set-up, if needed.

MUSIC

Parties will be able to play their own music by connecting to the sound system. The Roosevelt Room does not allow outside DJs or live music.

PLANNING INFO

CONFIRMATIONS

A digital contract and card on file is required to secure the space. There is no charge or hold on the card unless there is a late cancellation or damages. Any damages incurred during the party will be charged to the card on file and you will be notified of the charges. If your party fails to meet the bar spending minimum, the remaining difference may be added to the card on file.

CANCELLATION POLICY

A \$100 cancellation fee will be applied to the card on file if we are not given at least 14-days notice of cancellation.

NO-SHOW POLICY

A \$300 no-show fee will be applied to the card on file if your entire party fails to show up without canceling first.

METHODS OF PAYMENT

Payment is due immediately upon completion of your event. We accept cash, Mastercard, Visa, Discover and American Express. We cannot accept payment before your event.

TAX & GRATUITIES

All beverage prices are subject to a state sales tax. There is no automatic gratuity added to any beverage sales/bar tabs. We suggest leaving 20% gratuity for the staff working your event.

At The Roosevelt Room, our goal is to make the planning of your event as stress-free and enjoyable as possible!

Please inform our sales staff of any need in finding decor, transportation, av equipment, DJs, bands, photographers, florists, or any other outside service. We are happy to recommend one of our preferred vendors to help make your party perfect. If there is something in this packet you don't see, just let us know!

The Roosevelt Room is located at:
3825 Edwards Road | Suite 107 | Cincinnati, OH 45209
513.396.0900 | therooseveltroomrw.com

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TO RESERVE OUR PRIVATE ROOM, PLEASE CONTACT OUR PRIVATE PARTY SALES MANAGER AND MENTION THE ROOSEVELT ROOM-ROOKWOOD:

OFFICE: 513.721.0083 X1023 | EVENTS@FOUREG.COM
WWW.THEROOSEVELTROOMRW.COM/PRIVATE-PARTIES