

# Social Event Planner



## Banquet Room Information & Seating Capacities

	U-Shape	Conference / Open Square	Crescent	Theater	Banquet	Reception
Kent Atrium	30	36	40	125	90	120
Sussex Atrium	20	24	35	75	80	120
New Castle Room	30	34	40	100	72	100
Delaware Room	20	24	35	75	80	100
The Ballroom	n/a	n/a	240	800	350* / 500	650

### Room Rental

*\*with dancing*

The Ballroom - \$800.00

Kent Atrium - \$275.00

Sussex Atrium - \$275.00

New Castle Room - \$275.00

Delaware Room - \$275.00

Any combination of (2) rooms among the Atriums, New Castle Room or Delaware Room - \$450.00

Any combination of (3) rooms among the Atriums, New Castle Room or Delaware Room - \$625.00

### Service Charge

All food, beverage, audio visual, rentals and special order linens are subject to a 22% service charge unless otherwise indicated.

### Golf

Please ask your Sales Manager how you can include tee times, golf clinics, golf-themed contests, or any other golf-related activities for your guests.

### Vendor / Auction Tables

Deerfield is pleased to provide up to (10) vendor/auction tables for your event. A fee of \$30.00 per table (with linen) will apply to any additional vendor/auction tables.

### Entertainment

Entertainment needs are to be provided by the client. All vendors must be approved by Deerfield prior to the event. Vendors must provide details of their service/product, delivery, set-up and breakdown arrangements where applicable. The Sales Managers are happy to assist you by providing names of vendors you may wish to consider.

### Dance Floor

A 15'x15' wooden tile dance floor is available for rent in the New Castle Room, Kent/Sussex Atrium or Delaware Room for \$325.00 plus 22% service charge. Additional 3'x3' tiles are available for \$15 each. The 27'x30' Ballroom dance floor is included in the Ballroom room rental.

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(continued)

## Decorations

Decorations must be approved before the event. Items may not be affixed to walls, ceilings, fixtures or furnishings. Confetti of any kind is not permitted. Please review your requirements prior to your function.

## Audio Visual

Deerfield can accommodate any audio visual needs. Please discuss pricing with a Sales Manager.

## Wedding Coordination Fee

Deerfield is happy to be flexible and work within budgets. If an event is a wedding/reception and is not working with a wedding package, a fee of \$300.00 will apply.

## Cake Slicing Fee

Deerfield is pleased to allow clients to bring in special occasion cakes. There is a slice and serve fee of \$1.75 per person that is applicable. This is the only outside food allowed to be brought in and served.

## Uplighting

Deerfield has the ability to offer uplighting in any of our banquet spaces in the color of your choice. For the Atriums, New Castle Room or Delaware Room, the fee is \$275.00 per room. The fee for the Ballroom is \$550.00.

## Specialty Linen

Upgrading linen is a beautiful way to enhance your event in a variety of ways.

- Floor length linen, overlays, table runners or specialty napkins - prices vary based on linen selections
- Chair covers with coordinating organza or satin sashes  
(Starting at \$6.00 per person plus delivery)

## Ice Sculpture

A variety of sculpture options with delivery and set-up included.  
From \$375.00