

# PRIVATE EVENTS

Time reserved: 3 hours.

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## PRIVATE PARTY ROOM A

Room holds up to 24 people

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**LUNCH 11:00 AM–2:00 PM**  
**11:00 AM–12:30 PM SATURDAY & SUNDAY**

	<i>Jan. 18–Nov. 27</i>	<i>Nov. 28–Jan. 17</i>
Monday–Thursday	\$300	\$450
Friday	\$300	\$550
Saturday–Sunday	\$400	\$450

**DINNER 2:30 PM–CLOSE\***

	<i>Jan. 18–Nov. 27</i>	<i>Nov. 28–Jan. 17</i>
Monday–Thursday	\$600	\$750
Sunday	\$600	\$750

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## PRIVATE PARTY ROOM B

Room holds up to 24 people

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**LUNCH 11:00 AM–2:00 PM**  
**11:00 AM–12:30 PM SATURDAY & SUNDAY**

	<i>Jan. 18–Nov. 27</i>	<i>Nov. 28–Jan. 17</i>
Monday–Thursday	\$300	\$450
Friday	\$300	\$550
Saturday–Sunday	\$400	\$450

**DINNER 2:30 PM–CLOSE\***

	<i>Jan. 18–Nov. 27</i>	<i>Nov. 28–Jan. 17</i>
Monday–Thursday	\$600	\$750
Sunday	\$600	\$750

### PRIVATE PARTY ROOM DEPOSITS

50% of Food and Beverage Minimum

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## FULL PRIVATE PARTY ROOM

Room holds up to 48 people

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**LUNCH 11:00 AM–2:00 PM**  
**11:00 AM–12:30 PM SATURDAY & SUNDAY**

	<i>Jan. 18–Nov. 27</i>	<i>Nov. 28–Jan. 17</i>
Monday–Thursday	\$600	\$800
Friday	\$600	\$1,100
Saturday–Sunday	\$700	\$800

**DINNER 2:30 PM–CLOSE\***

	<i>Jan. 18–Nov. 27</i>	<i>Nov. 28–Jan. 17</i>
Monday–Thursday	\$1,200	\$1,400
Sunday	\$1,200	\$1,400

### COMBINED PARTY ROOM DEPOSIT

50% of Food and Beverage Minimum

\*Friday and Saturday evenings are currently unavailable in our Private Party Room A, Private Party Room B, and Full Private Party Room.

Room minimums must be reached before tax is added to the final bill.



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Kentwood Events Department  
4515 & 4523 28th Street SE, Kentwood, MI 49546  
616.730.8466 Option 4  
eventskentwood@chwinery.com

# PRIVATE EVENTS

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## DEPOSIT

In order to secure your private event, a deposit and signed contract must be received. The deposit will be deducted from the final bill. Payment in full is required at the completion of your event. All deposits are non-refundable.

## PAYMENT

You may pay for the deposit and event by cash or credit card. Personal and business checks are not accepted.

## FOOD AND BEVERAGE MINIMUMS

Private party rooms require a minimum spend on food and beverage prior to calculating taxes and gratuity. The minimum amount depends on the time and day of your event, please review room pricing for more information.

## TAX AND GRATUITY

Prices of packages do not include tax or gratuity. Appropriate local and/or state taxes will be added to your final bill.

## CANCELLATIONS

If, for any reason, you have to cancel an event, a minimum of seven days advance notice is required. Cancellations under seven days forfeit the deposit. Cancellations with seven days notice can apply the deposit to another event within a three-month period from the day you cancel.

## ENTRÉE SELECTIONS

Entrée selections are due no later than seven days prior to the event. If your menu has not been selected by that time, we hold the right to create a menu for your event.

## GUEST COUNTS

Final Guest count is due three business days prior to your event. Charges on the final bill will reflect this number.

## DESSERT SERVICE

You are permitted to bring in a cake or dessert prepared by a professional establishment. Homemade desserts cannot be brought due to health regulations. There is a \$1.50 per person charge for dessert service.

## LINENS

Linen Service is not required for events. If you choose to use linens, prices are based on table dimensions, linen design, color, and print. All linen orders must be placed two weeks in advance to ensure adequate delivery time. Linens do not count toward room minimum.

## A/V EQUIPMENT

Equipment rental orders must be placed one week in advance. A/V equipment does not count toward room minimum.

Tripod Screen	\$45
LCD Projector	\$100
Wireless UHF Microphone and Speakers	\$165

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