

THE 905 ROOM

Thanks for choosing to host your event in The 905 Room at LeFleur in Washington, Illinois! We are excited and honored that you have chosen us to be a part of your event. Below please find some “things to consider” when planning for your event!

Maximizing Your Time: Included in your time is an additional half hour before and a half hour after so that you have adequate time to set-up and tear-down... but believe us 30 minutes goes so fast and it never fails your guests will start to arrive early! We would like to encourage you to do everything possible to prepare ahead of time so that it is a “drop and go” once you get to The 905 Room. IF you are worried about being pressed for time you might want to consider paying for an additional hour at \$25/hour.

Examples:

- Have your food already prepared on the serving platters
- Have items already out of their packages and accessible (including serving, décor, etc.)
- Balloon Installations already built OR balloons already blown up
- Have a game plan on “who” is doing “what” or responsible for various things

Multiple Parties in a Day: On many days we have multiple parties book with an hour in between when the END and the START of the next party. We ask that you respect the party that may be before or after yours in being cautious of communicating to your guests on the timing of your party. Our Staff may need to start to clean up (sweep the floors, wipe down tables, etc.) during your half hour of clean-up and just the same, may be finishing cleaning (mopping, etc.) when you arrive and are setting up. We apologize for any inconvenience, but we want to ensure that it is presentable for your guests no matter what time slot that you have chosen during the day!

Kitchenette: We do have a small kitchenette with countertops for you to serve out of. YELLOW MUSTARD is the only thing that will permanently discolor and damage our concrete countertops and we encourage you to consider this as you plan on how you will serve your food.

- Additionally we have a very small beverage cooler that you are able to use but we would like to encourage you to consider how you will keep your beverages and/or food cold (many use tabletop galvanized tubs with ice/ice buckets).
- We DO NOT have additional serving ware (cake knives, plates and platters, etc.).
- We DO NOT have warming trays and/or an oven to keep your food warm, therefore you would need to consider how you will keep your food warm for the duration of your party if that is a concern.
- We do not have access to a large kitchen sink, so it is important to consider how you will transport your dirty dishes, servingware, etc. home (many bring extra zip-lock bags or small garbage bags.)
- We do have trash bags for garbage, but if you plan to use excess (i.e. for gift wrapping), you may want to bring extra.

Your Stuff: Everyone throwing a party always has a lot of “stuff” that they’ve used to carry items in, coats, purses, etc. We unfortunately do not have a lot of excess space and encourage you to put things back into your car as you finish decorating and setting up and move your car for your guests. Some items can absolutely be stored in the cabinets in the kitchenette for safe keeping and easy access! If this a concern to you, access to our Wedding Consultation Space can be purchased for an additional \$25 depending on availability and studio’s operational hours. This room includes a small dining table and workstation countertops.

Catering: If you are having your event catered, please let us know at least ONE WEEK prior to your event and encourage your caterer to reach out to us prior to your event so that they understand the layout of the space and things that available and included. We will also need to arrange the appropriate time for delivery and set-up with them, especially if there are parties before and after yours. Depending on what food you have chosen, your caterer will have to prepare ahead of time (i.e. water needs) or bring the necessary items that they have promised you (i.e. warming elements). **IF YOU ARE USING A LICENSED CATERER**, they will have access at no charge to our wedding consultation area for all of their extra food storage, food prep, etc.

Room Layout: There are various room layouts (attached) that can be chosen. We will need to know **ONE WEEK PRIOR** to your event on which one you would prefer. The only seating that cannot easily be removed is the booth seating against the wall. Please consider the type of event that you are hosting in order to ensure “flow” of your guests during their time with us.

Furniture: Currently we have approximately seats for 50 guests in various styles of seating. Depending on room layout choice, some of it can be removed for additional mingling space. There is **NOT** additional tables for cake, gifts, etc. available onsite, but we can help with renting pieces as needed. Otherwise, depending on the number of guests some of our tables can be used for those purposes. In addition we do not have table coverings, but again can help with renting those items as needed. It is important to note that we **DO NOT** have high-chairs accessible on-site.

Decorations: Currently included in the room rental price is the table decorations that are plants/succulents. If you **DO NOT** want these items please let us know at least **ONE WEEK** prior to your event and we will remove them.

- Please consider what decoration needs you will require (scissors, tape, etc.)
- Please **DO NOT** bring in decorations that have excess glitter or fine confetti... it is nearly impossible to clean up.

You are prohibited per The 905 Room contract from using a florist that is not LeFleur Floral Design & Events, Inc. although additional decorations can be brought in to fit your theme. Loose stems and/or designs must be purchased from LeFleur.

LeFleur’s Event team does offer additional services that you may enjoy!

- Give us a budget.... And let us do the work! We know our space better than anyone! Its as easy as letting us know how much you want to spend, share your theme and let us get to work! We will communicate to you as to our ideas and how we can maximize your budget **AND** our space!
- **FULL EVENT PLANNING:** Our team is available to help make this as stress-free as possible because we know that you are very busy and sometime planning these events can be too much! If you need someone to plan the entire event for you, our team is available for \$325. This fee includes securing your vendors (i.e. catering), helping find and purchase décor within your allotted budget, setting up and tearing down your event! All we need is guidance from you on overall theme, budget and a guestlist!

Sound + Audio Visual Equipment: The 905 Room does currently have a projector and sound bar. If you choose to need to use the projector, there is a \$15 fee for usage. The projector has “blue tooth capabilities” but we encourage that if you additionally need sound to use something compatible with the HDMI cable. The projector will then use it’s Bluetooth capabilities to link into the Soundbar! If you are using a powerpoint presentation, we encourage a “dark” background with “lighter” text due to the excess natural light we have!

Parking: We are working on maximizing our parking lot to allow as many spots as possible within the lot. We have reserved two spots for our LeFleur customers during business hours. We encourage everyone to utilize angled parking when possible. As the host/hostess, we can allow you to pull behind the fence to create more spots! In addition, when the 901 Salon (next door) is closed we are able to park behind their salon. We also have street parking available as overflow.

Alcoholic Beverages at Your Event: Please make sure that you thoroughly read through The 905 Room contract with all rules and regulations regarding alcoholic beverages on our premises. Due to our room being in a “public” location we do have rules to follow to stay in compliance with local and state ordinances and laws. Amongst the biggest thing to point out, is that you **MAY NOT advertise** your event as an “Open House” or “Open to the Public” and serve alcohol at your event without the proper hired cater/bartender, licenses and permits. In addition, you cannot sell alcohol at your even without the proper hired caterer/bartender, licenses and permits. You, the client are responsible for all of these things.

Planning... and visiting The 905 Room: We are so excited that you will be joining us in The 905 Room and want you to feel as comfortable and prepared as you need to be. Please feel free to stop in to see the space, but we would like to encourage you to call LeFleur prior to your visit to ensure that the room is accessible!