

## ***Rooms and Policies***

### **Banquet Rooms**

#### ***Bonneville Room***

**Room Rental - \$300.00**

**Lobby Level - East Side**

**Min:** 50 people / **Max:** 130 people

**Max with a buffet:** 110 people

*View of gardens, two large pillars, Antique White walls,  
Antique Carved Buffet / Carpet: Blue and Gold*

#### ***Empire Room***

**Room Rental - \$300.00**

**Lobby Level - West Side**

**Min:** 80 people / **Max:** 180 people

**Max with a buffet:** 150 people

*View of Temple Square, Victorian style,  
dark ornate woodwork, high ceilings*

**Carpet:** Rust, Blue, Khaki Green and Gold

#### ***Presidents' Room***

**Room Rental - \$200.00**

**Mezzanine Level - Southwest Corner**

**Min:** 25 people / **Max:** 70 people

**Max with a buffet:** 50 people

*View of Temple Square & S Temple, one large pillar,  
Dark Blue Green walls, paintings of the LDS Church Presidents*

**Carpet:** Sage Green, Blue and Tan

#### ***Gold Room***

**Room Rental - \$100.00**

**Mezzanine Level - West Side**

**Min:** 20 people / **Max:** 30 people

**Not available for a buffet**

*View of Temple Square, Gold walls*

**Carpet:** Sage Green, Blue and Tan

#### ***Jade Room***

**Room Rental - \$200.00**

**Mezzanine Level - West Side**

**Min:** 30 people / **Max:** 70 people

**Max with a buffet:** 50 people

*View of Temple Square, Jade Green walls*

**Carpet:** Sage Green, Blue and Tan

#### ***Kirtland Room***

**Room Rental - \$200.00**

**9th Floor - Northwest Corner**

**Min:** 50 people / **Max:** 80 people

**Max with a buffet:** 70 people

*View of Temple Square & State Capitol, Cherry Wood on E wall*

**Carpet:** Teal, Plum, Cream and Tan

#### ***Harmony Room***

**Room Rental - \$200.00**

**9th Floor - West Side**

**Min:** 30 people / **Max:** 70 people

**Max with a buffet:** 50 people

*View of Temple Square, Cherry Wood along E wall*

**Carpet:** Teal, Plum, Cream and Tan

#### ***Palmyra Room***

**Room Rental - \$200.00**

**9th Floor - West Side**

**Min:** 25 people / **Max:** 70 people

**Max with a buffet:** 50 people

*View of Temple Square, two large pillars, Antique White walls*

**Carpet:** Teal, Plum, Cream and Tan

#### ***Sharon/Manchester Room***

**Room Rental - \$300.00**

**9th Floor - Southwest Corner**

**Min:** 80 people / **Max:** 210 people

**Max with a buffet using the Jubilee Suite:** 200 people

*View of Temple Square, two large pillars in Manchester,*

*Sage Green Fabric along E wall of Sharon*

**Carpet:** Teal, Plum, Cream and Tan

#### ***Wasatch Room***

**Room Rental - \$300.00**

**10th Floor - Southeast Corner**

**Min:** 80 people / **Max:** 180 people

**Max with a buffet:** 150 people

*View of Wasatch Mountains, Purple walls, Gold Leaf ceiling*

**Carpet:** Light Olive Green, Cream and Tan

**Policies and prices are subject to change.**

## **Open House and Reception Rooms**

### ***Bonneville***

**Lobby Level - East Side**

**Max: 500 people**

**Monday - Wednesday \$1,250.00**

**Thursday - Saturday \$1,550.00**

### ***Empire Room***

**Lobby Level - West Side**

**Max: 600 people**

**Monday - Wednesday \$1,250.00**

**Thursday - Saturday \$1,550.00**

### ***Wasatch Room***

**10<sup>th</sup> Floor - Southeast Corner**

**Max: 600 people**

**Monday - Wednesday \$1,250.00**

**Thursday - Saturday \$1,550.00**

### ***Sharon/Manchester Room***

**9<sup>th</sup> Floor - Southwest Corner**

**Max: 800 people**

**Monday - Wednesday \$1,250.00**

**Thursday - Saturday \$1,550.00**

### ***Kirtland, Harmony and Palmyra Rooms***

**9<sup>th</sup> Floor - Northwest Corner**

**Max: 600 people**

**Monday - Wednesday \$1,250.00**

**Thursday - Saturday \$1,550.00**

### ***Entire 9<sup>th</sup> Floor***

**West Wing**

**Max: 1,200 people**

**Monday - Wednesday \$2,500.00**

**Thursday - Saturday \$2,800.00**

# Policies

## **Thank you for choosing us**

We at the Joseph Smith Memorial Building are honored that you have chosen to put your confidence in us to host your upcoming event. Along with bringing you the highest quality of food and service possible, our staff and management are dedicated to making your entire experience with us one you'll remember fondly. So that you and your guests will have a well-organized and memorable event, we ask that you adhere to a few basic guidelines.

## **Etiquette**

The Joseph Smith Memorial Building is a smoke-free facility. In addition, kindly be aware that no alcoholic beverages or coffee are allowed on the premises.

## **Menu Selection**

Please remember to submit your menu selection at least **one month** prior to your event. Please select only one menu for your entire group. If you have children attending between the ages of 3-8 years old, please contact your coordinator regarding a special menu. Due to the Utah Board of Health restrictions, no outside food or beverages are permitted in the banquet facilities.

## **Taking Food off Premises**

All food items may be served or displayed for a maximum of one and a half (1.5) hours. At the conclusion of a function, all left over food is the property of Temple Square Hospitality Corporation/JSMB Banquets and may not be removed from the premises and will not be transferred from one event to another. This includes any meals for guests that are unable to attend the event. This policy has been initiated to address the Utah Board of Health's concerns on food borne illnesses.

## **Final Guarantee**

The final guarantee and any special dietary requests must be called in or emailed to your Coordinator no later than **Noon Three (3) business days (Monday-Friday) prior to** the first scheduled event for all functions.

If a final guarantee is not received by the time listed above, your Coordinator will consider the last number given as the guarantee. You are financially responsible for the guaranteed number of guests or the actual number of guests in attendance, whichever is greater.

Should your count increase and/or special dietary requests be made after the final guarantee is given, the price of the meal selected plus 50% will be added to your invoice per person.

## **Deposit**

To guarantee your reservation, you will need to submit a **non-transferable, non-refundable** deposit at the time the reservation is made. Your deposit will be applied toward your final billing. If your Catering Agreement is not received by Temple Square Hospitality Corporation's Catering Office one week after making your reservation your reservation will be canceled and your deposit forfeited.

## **Payment**

Full payment is due no later than **Noon Three (3) business days (Monday-Friday) prior to** the first scheduled event for all functions. If you have additional charges they will be taken care of the day of your event. Also, please note that all prices quoted are subject to current Salt Lake City Food Sales Tax, and a 22% Service Charge which covers costs including set-up, stewarding, server wages, linens, dishes and other items.

## **Gratuity**

*It depends on you. If you feel that you would like to reward your server(s) for exceptional service we enthusiastically encourage you to do so. However, while it is greatly appreciated, a gratuity is certainly not mandatory. Due to the higher hourly rate our servers are paid, should you decide to leave a gratuity, we kindly suggest \$5.00-\$20.00 per server.*

## **Room Rental**

*Your room charges will be based on the room you choose, the length of time you need it, plus the amount and cost of food you require.*

## **Room Arrangements**

*Banquet rooms are assigned based on the number of guests you anticipate. If there happens to be a substantial increase or decrease in projected attendance before the event, the Catering Office reserves the right to relocate your event to a more suitably sized room. We would certainly notify you prior to any changes. Also, please be advised that changes in room arrangements within 72 hours of your event may result in additional labor charges. If you require any extraordinary room set-up you will be given a written proposal including layout and pricing for your approval.*

## **Fresh Flowers and Room Décor**

*Your centerpieces, fresh flowers and special decorations can be arranged through our onsite, experienced, professional floral department, "Flowers Squared". You can setup a personal appointment with one of our floral designers to help transform what you've envisioned into reality. Contact Flowers Squared at (801)539-3551, (800)881s 5762 x3551 or email them at: [floral@templesquarehospitality.com](mailto:floral@templesquarehospitality.com).*

*Changes in your flower order can be made up to 14 days prior to your event.*

*\*Order your flowers from Flowers Squared and receive a \$50.00 discount on your room rental for all orders of \$200.00 or more!*

*Because of their value and irreplaceability, we cannot allow furniture, lamps, art objects, plants and other decorations to be re-arranged or removed from the room. No items may be attached to the walls, doors or windows.*

## **Audio-Visual Equipment**

*For a complete list of audio-visual equipment please contact your coordinator. For your more technical requirements, an audiovisual technician may be secured for a nominal fee. We do request that your audio-visual orders be placed 72 hours prior to your event. For your convenience, all audio-visual charges are itemized on your final invoice.*

## **Video Productions and Photographs**

*Successful wedding receptions and events are our most effective sales tool. The Joseph Smith Memorial Building reserves the right to use video footage and photographs for promotional purposes.*

## **Parking**

*We offer 3 hour parking cards to all guests for the Joseph Smith Memorial Building Parking Facility. Parking is available on a firsts come, firsts serve basis. You may purchase additional time for your guests as needed.*

## **Liability**

The Joseph Smith Memorial Building reserves the right to inspect and control all private events. We cannot assume responsibility for, damage to, or loss of any merchandise or articles left unattended in the building prior to, during, or after your event.

## **Charges**

Because of unforeseeable increases in the costs of doing business, all prices are subject to change without notice.

## **Christmas Events**

December's menus, policies and prices are subject to change on a yearly basis.

## **Wedding Information**

### **Receptions and Open Houses**

For a Wedding Reception or an Open House there is a minimum charge per guest for food services in addition to the room rental fees. With the exception of the wedding cake, the Joseph Smith Memorial Building will cater the complete menu. NO other outside food items will be permitted in the banquet facilities.

### **Ceremonies**

A Room Rental fee will be charged to hold a Wedding Ceremony at the Joseph Smith Memorial Building. This fee includes room rental for 1 ½ hour time frame, an event coordinator, chair set-up, rehearsal and pianist (iPod hookup or CD player are also available),

### **Cake Package**

Cake Package \$90.00 Includes: table with long cloth, cake knife and server, cutting and serving of cake and cake boxes.

### **Bride and Groom Send Off**

The Joseph Smith Memorial Building asks that no Rice, Birdseed, Confetti and/or Rose Petals, etc. be thrown inside or outside of the building. Bubbles and Sparklers are allowed outside the building only.

### **Facilities and Equipment Available Gratis**

- A dressing room for the bridal party upon availability. Your group will be responsible for the key and all items placed in the room. We suggest that your party, with exception of the bride, come in their wedding attire
- Two easels for photos and/or quilts
- A table with cloth to receive wedding gifts
- A table with cloth for display of photographs
- A table with cloth for your guest registry
- Round guest tables, with cloths, that seat from eight to ten people per table
- Cream or white cloths. See your Event Coordinator for Specialty Linens **\*No outside linens allowed\***
- Napkins
- Piano
- A Banquet Captain to oversee your food service
- A Hostess to assist you throughout the event (Wedding Receptions only)
- Servers will be provided