



Gem Theatre & Colony Club Wedding Brochure

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January 2016

The Historic Gem Theatre

Detroit's record-breaking little gem



The Historic Gem and Century Theatres and Century Grille have a history of breaking records. Built in 1903 by the Twentieth Century Association, a group of civic and philanthropic minded women, the Century Club set a precedent even before a brick was laid, holding Detroit's first building permit issued in a woman's name. The building opened at the corner of Columbia and Witherell streets on December 26, 1903.

In 1927, the Century Club completed construction of its adjoining building, the Little Theatre of Detroit.

From the beginning, the Little Theatre broke new ground, opening with the first foreign film shown in Detroit, *Cyrano De Bergerac*. The small theatre continued to show artistic and foreign films until the Great Depression when The Twentieth Century Club disbanded and the Little Theatre and Century Club were lost to foreclosure. The Century Club Building operated as a restaurant under various names until the 1950's when it was known as The Russian Bear. Over the years, the Little Theatre changed names, ownership, and uses, operating as a movie theatre (Rivoli, Drury Lane, Cinema and Europa), a repertory theatre (The Vanguard) and finally as an adult movie and burlesque theatre (The Gem) until its closure in 1978.

Soon after, developer Charles Forbes purchased the entire building, bringing the Gem and Century under single ownership again. In 1990, Mr. Forbes began a complete restoration of the Gem Theatre, using archive photos, re-creation of the original carpeting found in the building, historical chandeliers and theatre seats from the demolished Ambassador Theatre in St. Louis. The theatre reopened on December 31, 1991 as The Gem Theatre with the musical revue, *The All Night Strut!*

In 1997, the theatre again closed. Faced with demolition for the construction of Comerica Park, Mr. Forbes negotiated a plan to save the historic structure by relocating it to the corner of Madison and Brush streets. On November 10, 1997 the Gem Theatre completed its five-block journey, breaking the 1986 Guinness Book World Record as *the heaviest building ever moved on wheels*. Once relocated, the Forbes family began renovation on the Century Club facility. Using photos from the building's 1903 opening, the facility was restored to its original Arts and Craft style, while preserving architectural artifacts from several demolished downtown buildings. You can see these artifacts in the Pewabic tile from the YWCA pool located under the bar in the Century lobby, leaded glass from the YWCA behind the Century bars, the limestone balustrade which originally lined the top of the YWCA now located along the building's outdoor patio, and the beautiful stained glass window from the YWCA chapel, now located on the Century staircase.

Today, the building is one of Detroit's most intimate and charming private event venues. The building has a past of record breaking history by presenting **SIX** of Detroit's ten longest running shows; *Menopause The Musical*, *Escanaba in Da Moonlight*, *The All Night Strut!*, *Shear Madness*, *Forbidden Broadway*, and *Forever Plaid*.



Gem Theatre Event Policies

It is our privilege to assist in the planning of your upcoming wedding. Our staff looks forward to providing you and your guests with outstanding food and beverage service in this historic and unique venue. You can assist us by reviewing the following policies to assure that we have discussed all items necessary to produce a successful and memorable event.

To Hold a Date - A signed contract and deposit of \$5,000 are required to hold your desired date. A date is not confirmed without a signed contract.

To Make a Deposit or Payment – Please make your check out to Twentieth Century, Inc. and either mail or drop off your payment to the Event Office at:

Attention: Event Office
The Gem Theatre
333 Madison
Detroit, MI 48226

Your payment can be a personal check or credit card (2.5% service fee applies to all credit card payments). Your final payment must be a certified check. Payment of the ESTIMATED 50% of the total balance due is required six months prior to the date of your event. The final payments in full on the remaining balance must be received at a minimum of one week prior to the date of the event. You can NOT reduce your final count after your final meeting. All payments are non-refundable.

No Cancellation Policy – If the event is cancelled by the contracted party or an agent of the contracted party, there will be no refund of any monies paid. There are no transfers. Any monies paid DO NOT go towards another event.

Provisions – The Gem Theatre will be the sole provider of food and beverage service, with wedding cakes (which may be provided by an outside vendor) and a limited number of kosher meals being the only exceptions. The Gem Theatre reserves the right to monitor all events to assure compliance with its policies and established beverage laws.

Menus - The menu is limited to a total of two entrée selections plus a vegetarian option per event. The Gem Theatre does not recommend use of custom individualized menus.

Chargers – We do NOT rent chargers. However, if a client brings in chargers, we charge a labor fee of \$1 per person for set up, removal and packing of chargers.

Guarantees – Wedding package and menu selections must be determined six months prior to the wedding date. Guaranteed guest count should be provided two weeks prior to the date of the event. Meals for any guests over and above the final guaranteed count will result in additional billing. At the 6 month point prior to the date of your event, should your anticipated guest count decrease in excess of 20%, you will be responsible for the entire room rental and 80% of the contracted guest count, but not less than the minimum guarantee stated in the contract.

Tasting - Upon receipt of the initial deposit, one complimentary tasting is offered for up to six guests (including the bride and groom) at the Century Grille, located at the Gem Theatre. Service is a *tasting* and not a full meal service, with guests invited to taste up to three entrees and six appetizers. Additional guests will be charged \$25 per person. Please fill out the reservation sheet in the Bridal Packet (available on our web site) and return it to the Special Events Office. Tasting dates and times are based on availability and are available only to brides and grooms using one of our packages. Brides and grooms requesting special selections, food station or buffets are not offered a tasting.

Timeline, Room and Labor Policies – As stated in the contract, all reserved rooms are contracted for a specified contracted time. There will be additional charges for extensions in excess of 15 minutes beyond contracted arrival and departure times. If a group exceeds their contracted timeline by 15 minutes or more, food service times may be delayed up to 45 minutes. A \$350 reset charge will be owed for client’s modifications to the setup should changes be requested once the setup has been completed.

Access to Facility on Day of Event – Access will be available to host and vendors at 2:00 p.m. on the day of the event. Guests may begin arrival 30 minutes prior to the start time listed in the contract. Food & Beverage does not start until contracted time.

Décor

- The Gem Colony Events staff **WILL** set up the following items:
 - Placecards (must be delivered in alphabetical order and assembled)
 - Gift Table (envelope box and guest book)
 - Favors on the tables (one per setting)
 - Specialty Overlay Linen
- Gem Colony Events staff **Will NOT** set up the following items and are the responsibility of the contracted party.
 - Memorial Tables
 - Family Photos
 - Candy Stations
 - Signage
 - Ceremony Décor (nor move items to a secondary location)
 - Centerpieces
 - Photo Booths
 - Candles, votives and hurricanes

- Full Linen Install (including full length linen, any bustling or ties, chairs sashes or specialized napkin folds)
- Any Specialty Items

Candles

- You are welcome to bring in up to (3) candles per table except in the summer months.
- We recommend MINIMAL candles in the summer months. Candles eat air conditioning.
- All candles must be contained in glass containers or hurricanes. We do not allow tapers (unless they are battery operated.)

Please keep in mind, all décor items that come into the venue must be removed at the end of the evening. We are not responsible for anything left overnight. Any items left after an event, will be disposed of.

Lighting

- We do NOT allow outside vendors to provide Up-Lighting.
- Colony Club and the Gem Theatre offer in house Up-Lighting for an additional charge.
- Gem Theatre offers 8 up lights at \$40 each for \$320.
- Colony Club's 3rd Floor offers a package of 12 lights at \$40 each for \$480.
- 4th Floor Colony Club offers 12 lights at \$40 each for \$480.
- House Up -Lights are LED and do not produce heat or interfere with air conditioning.

Ceremony – There is a \$500 ceremony fee at the Gem Theatre. All ceremonies are immediately followed by the reception. Ceremonies in excess of 30 minutes, additional labor fees will apply. Ceremony rehearsals may be scheduled at the discretion of the facility up to a week prior to the wedding date and are subject to change.

Taxes and Gratuities - All food & beverage are subject to 6% sales tax and 21% gratuity.

Conduct of Event - The Gem Theatre reserves the right to refuse booking events, which at its sole discretion are considered inappropriate for the Gem Theatre. The client agrees to be responsible for any damage to the premises charged to the client and/or authorized event representative. The Gem Theater is not responsible for loss or damage to any personal property brought onto the premises by clients or guests. The client agrees that The Gem Theatre reserves its right not to serve any person under the influence of alcohol or unlawful substances and/or to request that such persons vacate the premises. In addition, it is Gem Theatre policy to require proper identification from younger adults prior to serving alcohol. If a guest does not have identification, the Gem Theatre reserves the right to refuse service.

Performance - Performance of this agreement on the party of the Gem Theatre shall be excused if such performance is prevented or impaired due to any disputes, strikes, accidents, government requisitions, restrictions upon travel, transportation, food, beverage or supplies or any other cause beyond the control of the Gem Theatre. In no event shall the Gem Theatre be responsible for the client's loss or to the collateral or consequential damages.

Building Access - All events are limited to the use of the contracted rooms. Access to other areas of the building is strictly prohibited.

Smoking Policy – Smoking is prohibited in all areas of the Gem Theatre building. Smoking is allowed outside on the patio.

Gifts & Personal Items – The Gem Theatre is not responsible for any personal items, gifts and/or gift envelopes brought into the building. It is the responsibility of the contracted party to secure any personal items or gifts and remove them after their event.

- Please lock up any personal items or gifts. All Dressing Rooms at the Gem Theatre lock. Your Event Manager has a key. In addition, there is a hotel style safe in the Gem Theatre dressing room. Keeping rooms locked and the use of the safe is the responsibility of the contracted party.
- Use of the Dressing Rooms are exclusively used prior to and immediately following a ceremony, or the first hour of the reception. After this time, dressing rooms are locked for security reasons and will not be made available to guests.

Parking – Parking is conveniently located in the Gem Theatre Garage. We will provide parking passes that we suggest are included with your wedding invitation mailing. Due to on-going events at Comerica Park and Ford Field, we do not recommend valet.

Door Host - A door host will be provided to greet guests at no additional charge.

Termination - Notwithstanding any provision of this agreement to the contrary, the parties recognize and agree that there may be situations under which the performance of this agreement would be inimical to the public welfare and safety. The Gem Theatre shall in its sole discretion be empowered to terminate this agreement and cancel the activities contemplated herein, either before or during the event upon such notice as may be practical under the circumstances, it shall have reasonable cause to believe that the holding of such activities may endanger the public welfare, safety and or reputation of the business. In the event of termination pursuant to this provision, the client shall have neither right to nor any claim to damages against the Gem Theatre. In addition, the client will receive no refund.

Place cards - Place cards are REQUIRED for all weddings with multiple entrée selections. Hosts must provide a placecard for all guests. Each placecard must have the guest's name, table number and symbol delineating their entrée selection. B=Beef, C=Chicken, F=Fish, V=Vegetarian, T=Teen & K=Kid.

All teens receiving the \$15 Off Package Discount must have a place card with "T" specifying they are less than 21 years of age and are not consuming alcohol beverages.

Alcohol Service – Shots of alcohol are not available for consumption. In accordance with the State of Michigan liquor laws, alcohol cannot be brought into the facility. No coolers are allowed in with the Bridal Party. NO Wine Favors are allowed under any circumstances. Any alcohol brought into the facility will be confiscated and discarded by the Gem Theatre staff. If a guest does not have proper identification or the Gem Theatre reserves the right to refuse service.

End of Evening Procedures – Once your bar closes according to your contract, the reception is over. The room is available for an additional 60 minutes to load-out. All host and vendor items brought into the building must be removed the night of the event within an hour of the bar closing. The Gem Theatre is not responsible for any items left overnight. All Vendors have one hour to complete the breakdown and vacate the premises. An additional \$300 per hour labor charge will be billed to the client and due at the end of the night should additional load-out time be required.

Special Meals- Dietary Concerns-

- **Nuts:** Our kitchen does not cook with any nut oils. Some of our appetizers and desserts do contain nuts.
- **Gluten Free:** A Gluten Free entrée is a meal without wheat flour.
- **Entrees with Gluten:** Chicken Spiedini, Halibut, and Vegetarian entrees.
- **Gluten Free:** All potatoes, vegetables or sauces. If one of your guests requests a Gluten Free meal, please select either the Salmon or Beef entrée as one of your selections.
- **Halal:** Halal Chicken or Beef is available for \$2 additional per person provided by Adam Meats in Eastern Market (minimum of two week notice.)
- **Vegetable Vegan Stir Fry:** (available upon request) is served with kale, green beans, yellow squash, sliced carrots, and red pepper served over steamed white rice and drizzled with a balsamic vinegar reduction

Audio Visual Equipment – are available for photo or video programs.

52" Monitor on a stand and a DVD player	\$350
8 x 8ft pull up screen with a LCD projector	\$350

The Gem Theatre has a 40" flat screen monitor in between the restrooms in the Lower Level and one in the Century Grille Lobby. A host can bring in a DVD disc and use the monitors complimentary. However, each monitor operates independently and are not cabled together. Please make sure your DVD is properly formatted and any program played on a lap top has a VGA out with the proper adaptors.

Architectural Up Lighting – our lighting package is available for \$320 and includes 8 cans of lights; (2) placed in front of the theatre proscenium, (4) up in the Gem mezzanine in front of the fresco paintings and (2) in the rear alcoves of the Gem Theatre. We do not allow outside vendors or DJ's to provide Up Lighting.

Monogrammed Gobo Spot Light – T-Stand in the mezzanine with a spot light with your custom Edwardian font style monogram displayed on the dance floor or on the ceiling. A customized monogrammed gobo is \$400. All gobos must be ordered within two months of the event.

Gem Theatre Room Capacities and Rental Rates

Venue Capacity

The Gem Theatre	275
The Century Theatre	
Century Grille	
Lower Level Dining Room	

Rental Rates

The Gem Theatre	\$1,500.00
(Rental Rate includes the use of two rooms)	
Ceremony Fee (Ceremonies are performed in either the Gem Theatre or the Century Theatre ONLY)	\$500
The Century Theatre	
Century Grille Dining Room	
Lower Level Dining Room	
Additional Room for Ceremony or Dining	\$500
Garden Patio	Included

Wedding Guarantee Schedule

Friday	\$10,000.00
Saturday	\$15,000.00
Sunday	\$7,000.00

A minimum guarantee is the minimum amount that needs to be spent which includes, rental, food & beverage, tax and gratuity.

Discounts

- \$5 off per person package pricing for Sunday Weddings
- \$5 off per person package pricing for both Friday & Sundays during off-season months of January, February & March

Teens been the age of 12 and 20 are offered a \$15 discount off of the package price

Gem Theatre Package Inclusions

House Linen

Table linen – Full Length -Ivory only

Napkin Linen - Choice of ivory, black or sandalwood

Specialty linen is the responsibility of the contracted party.

Tables

Century Grille provides 52” round tables that seat 6-8 guests per table.

Lower Level provides 60” round tables that seat 8-10 guests per table.

Gem Theatre provides 60” round tall tables that seat 8-10 guests per table.

Chairs

Mahogany Chivari chairs with ivory chair cushions

Vendor Tables -The Gem Theatre will provide 6 ft. tables with black and black skirting for the cake, DJ and gift tables.

Bartender

One bartender per 100 guests

Floor Plan

Standard Floor plans are available on our web site. We are happy to provide a customized floor plan upon request up to two months prior to the date of the event.

Multiple modifications to a floor plan are subject to increased labor charges.

Standard Labor Guidelines

Included In All Packages

- One Events Manager per Function
- One Bartender/Runner per 100 Guests (Maximum of 3)
- One Server per 45 Guests for Appetizers
- One Server per 45 Guests for Buffet Service
- One Server per 24 Guests for Table Service

All labor hours are based on the total time of the function, plus two hours for setup and one hour for cleanup. In the event that a function requires additional setup and cleanup times, additional fees will apply.

History of the Colony Club Detroit

“The women of our city have endeavored to keep pace with its growth, and we see in this structure now being built, another added evidence of our desire to advance with the changing times. Much has been done in the past for the men of our city, but today we are doing constructive things for the women as well.”

– Mrs. Charles Horton Metcalf, Colony Club President, 1928.



When the historic Women’s Colony Club of Detroit opened in November 1929 it was one of four women’s clubs in the area surrounding what is now Detroit’s Entertainment District. Located within four blocks of the Colony Club at Park Avenue and Montcalm, were the YWCA, located at Montcalm and Witherell, the Century Club, located at Witherell and Columbia and the Women’s City Club, located at Elizabeth Street and Park Avenue. The increase in buildings commissioned by and for women reflected changing and exciting times in the City and the nation.

The Colony Club building was commissioned in June 1927 to be a seven-story home for the Club’s members. The building was designed by renowned Detroit architects, Smith, Hinchman and Grylls, and was one of the first buildings built by the firm Walbridge-Aldinger. A Georgian style building of red brick, limestone with iron grillwork, its relatively simple lines and form reflected the members’ desire for gentle elegance and style. The interior of the building is highlighted by the 3rd floor’s impressive Louis XVI ballroom. Painted in Versailles cream and gilt, the room is considered to be one of the City’s finest and has recently been fully restored to its original magnificence.

The women of the Colony Club used their building for a variety of functions. From three small shops on the ground level to the beautiful and modern solarium on the roof, the Club proved to be a retreat for the City’s active women. Sixteen sleeping rooms on the 6th floor provided rest, while card rooms, salons, squash and badminton courts on the 5th floor were popular spots for recreation and socializing. The building included a full service kitchen, large and private dining rooms and men’s smoking lounges on the 2nd and 3rd floors. Men, of course, were not allowed above the ballroom level unless they were employed as part of the Club’s management and service staff.

By 1933, the Colony Club faced economic hardship and, along with two of the other women’s clubs, the building fell into foreclosure and the women of the Club disbanded. From 1933 through the 1960’s, the building housed a variety of businesses until being purchased by the United Auto Workers.



After functioning as the Detroit headquarters for the UAW in the 1960’s, the building changed hands once again and became the home of the Wayne County Community College. In 1984 developer and preservationist Charles Forbes bought the Colony Club and leased it to the Detroit Police Department to house the Police Academy. Extensive renovation of the building began prior to Super Bowl XL in 2006. Under the direction of the Gem Theatre’s Special Events staff, the building now hosts private and corporate functions and is once again another gem in Detroit’s growing Entertainment District.

Colony Club Event Policies

It is our privilege to assist in the planning of your upcoming wedding. Our staff looks forward to providing you and your guests with outstanding food and beverage service in our unique and elegant surrounding. You can assist us by reviewing the following policies to assure that we have discussed all items necessary to produce a successful and memorable event.

To Hold a Date - A signed contract and payment of \$5,000 are required to hold your desired date. A date is not confirmed without a signed contract.

To Make a Payment – Please make your check out to Colony Club Entertainment and either mail or drop off your payment to the Event Office at:

Attention: Event Office
The Gem Theatre
333 Madison
Detroit, MI 48226

Your payment can be a personal check or credit card. Your final payment must be a certified check. Payment of the ESTIMATED 50% of the total balance due is required six months prior to the date of your event. The final payment in full on the remaining balance plus the signed final contract must be received at a MINIMUM of one week prior to the date of the event. You can NOT reduce your count after your final meeting. All payments are non-refundable.

No Cancellation Policy – If the event is cancelled by the contracted party or an agent of the contracted party, there will be no refunds of any monies paid. There are no transfers. Any monies paid DO NOT go towards another event.

Provisions – The Colony Club will be the sole provider of food and beverage service, with wedding cakes (which may be provided by an outside vendor) and a limited number of Kosher meals being the only exceptions. The Colony Club reserves the right to monitor all events to assure compliance with its policies and established beverage laws.

Favors – Any type of alcohol favors are strictly prohibited.

Menus - The menu is limited to **two** entrée selections plus a vegetarian option per event. The Colony Club does not recommend use of custom individualized menus.

Platform – A labor fee of \$350 will be charged for set up and removal of the 16' x 8' house platform.

Chargers – We do not rent chargers. However, if a client brings in chargers, we charge a labor fee of \$1 per person for set up and removal of chargers.

Guarantees - Wedding package and menu selections must be determined six months prior to the wedding date. Guaranteed guest count should be provided two weeks prior to the date of the event. Meals for any guests over and above the final guaranteed count will result in additional billing. At the 6 month point prior to the date of your event, should your anticipated guest count decrease in excess of 20%, you will be responsible for the entire room rental and 80% of the contracted guest count, but not less than the minimum guarantee stated in the contract.

Tasting - Upon receipt of the initial deposit, **one** complimentary tasting is offered for up to six guests (including the bride and groom) at the Century Grille, located at the Gem Theatre. Service is a *tasting* and not a full meal service, with guests invited to taste up to three entrees and appetizer sampling. Additional guests will be charged \$25 per person. Please fill out the reservation sheet in the **Bridal Packet** (available on the web site) and return it to the Special Events office. Tasting dates and times are based on availability and are available only to brides and grooms using one of our packages. Brides and grooms requesting special selections, food stations or buffets are not offered a tasting.

Timeline, Room and Labor Policies – As stated in the contract all reserved rooms are contracted for a specified contracted time. There will be additional charges for extensions in excess of 15 minutes beyond contracted arrival and departure times. If a group exceeds their contracted timeline by 15 minutes or more, food service times may be delayed up to 45 minutes. A \$350 reset charge will be owed for client’s modifications to the setup should changes be requested once the setup has been completed.

Access to Facility on Day of Event - Access will be available to host and vendors at 2:00 p.m. on the day of the event. Guests may begin arrival 30 minutes prior to the start time listed in the contract. Food & Beverage service does not start until contracted time.

Ceremony –Ceremony fees apply for ALL ceremonies. All ceremonies are immediately followed by the reception. Ceremonies in excess of 30 minutes, additional labor fees will apply. Ceremony rehearsals may be scheduled at the discretion of the facility up to a week prior to the wedding date and are subject to change.

Taxes and Gratuities - All food & beverage are subject to 6% sales tax and 21% gratuity.

Conduct of Event - The Colony Club reserves the right to refuse to book events, which, at its sole discretion, are considered inappropriate. The client agrees to financial responsibility for any damages to the premises. The Colony Club is not responsible for loss or damage to any personal property brought onto the premises by clients or guests. The client agrees that the Colony Club reserves the right to refuse service to any person under the influence of alcohol or unlawful substances and/or to request that such persons vacate the premises. In addition, it is Colony Club policy to require proper identification from younger adults prior to serving alcohol. Colony Club reserves the right to refuse service to guests without proper identification.

Performance - Performance of this agreement on the part of the Colony Club shall be excused if such performance is prevented or impaired due to any disputes, strikes, accidents, government requisitions, restrictions upon travel, transportation, food, beverage or supplies or any other cause beyond the control of the Colony Club. In no event shall the Colony Club be responsible for the client's loss or to the collateral or consequential damages.

Building Access - All events are limited to the use of the 1st, 2nd, 3rd Floor Ballroom, 3rd Floor Mezzanine and 4th Floor Ballroom. Access to other areas of the building is strictly prohibited. Colony Club is NOT exclusive to any one group or party but hosts multiple events simultaneously. The 1st Floor hallways, elevators, stairwells and restrooms are common spaces and are NOT exclusive.

- If you contracted the 3rd Floor Ballroom please assume that the 4th Floor will be hosting a Wedding on your date. The only way to guarantee use of the 4th Floor is to have it in your contract. Currently, you can add the 4th Floor Ballroom for either a cocktail hour or a ceremony based on availability for \$4000. Once the ballroom is added to your contract, it cannot be removed.
- If the 3rd Floor & 4th Floor are both booked with Weddings, all guests use the Park Avenue entrance.
- A Door Host will direct all guests to their designated Weddings

Décor

- The Gem Colony Events staff **WILL** set up the following items:
 - Placecards (must be delivered in alphabetical order and assembled)
 - Gift Table (envelope box and guest book)
 - Favors on the tables (one per setting)
 - Specialty Overlay Linen
- Gem Colony Events staff **WILL NOT** set up the following items and are the responsibility of the contracted party.
 - Memorial Tables
 - Family Photos
 - Candy Stations
 - Signage
 - Ceremony Décor
 - Centerpieces
 - Photo Booths
 - Candles, votives and hurricanes
 - Full Linen Install (including full length linen, any bustling or ties, chairs sashes or specialized napkin folds)
 - Any Specialty Items

Candles

- You are welcome to bring in up to (3) candles per table except in the summer months.
- We recommend MINIMAL candles in the summer months. Candles eat air conditioning.
- All candles must be contained in glass containers or hurricanes. We do not allow tapers (unless they are battery operated.)

Please keep in mind, all décor items that come into the venue must be removed at the end of the evening. We are not responsible for anything left overnight. Any items left after an event, will be disposed of.

Lighting

- We do NOT allow outside vendors to provide Up-Lighting.
- Colony Club and the Gem Theatre offer in house Up-Lighting for an additional charge.
- Gem Theatre offers 8 up lights at \$40 each for \$320.
- Colony Club's 3rd Floor offers a package of 12 lights at \$40 each for \$480.
- 4th Floor Colony Club offers 10 lights at \$40 each for \$400.
- House Up -Lights are LED and do not produce heat or interfere with air conditioning.

Smoking Policy - Smoking is prohibited in the Colony Club.

Gifts & Personal Items – Colony club is not responsible for any personal items, gifts and/or gift envelopes brought into the building. It is the responsibility of the contracted party to secure any personal items or gifts and remove them after their event.

- Please lock up any personal items or gifts. The Bride & Groom’s Room at Colony Club lock. Your Event Manager has a key. In addition, there is a hotel style safe in the Colony Club’s 3rd Floor Bride’s Room and the 4th Floor Ballroom Powder Room. Keeping rooms locked and the use of the safe is the responsibility of the contracted party.
- Use of the Bride & Groom’s room are exclusively used prior to and immediately following a ceremony, or the first hour of the reception. After this time, rooms are locked for security reasons and will not be made available to guests.

Parking - Parking is conveniently located in the Fox Garage. We will provide parking passes that we suggest are included with your wedding invitation mailing. Due to the M-1 rail and the new hockey arena construction, we do not recommend valet.

Door Host - A door host will be provided to greet your guests at no additional charge.

Termination - Notwithstanding any provision of this agreement to the contrary, the parties recognize and agree that there may be situations under which the performance of this agreement would be inimical to the public welfare and safety. The Colony Club shall, in its sole discretion, be empowered to terminate this agreement and cancel the activities contemplated herein, either before or during the event. Upon such notice as may be practical under the circumstances, it shall have reasonable cause to believe that the holding of such activities may endanger the public welfare, safety and or reputation of the business. In the event of termination pursuant to this provision, the client shall have neither right nor claim to damages against the Colony Club. In addition, the client will receive no refund.

Pipe & Drape – 8ft Pipe x 40ft Gold Drape is available for rent for \$500.00.

Place cards - Place cards are REQUIRED for all weddings with multiple entrée selections. Hosts must provide a placecard for all guests. Each placecard must have the guest’s name, table number and one of the following symbols to delineate their entrée selection. B=Beef, C=Chicken, F=Fish, V=Vegetarian, T=Teen, & K=Kid.

All Teens receiving the \$15 Off Package Discount must have a place card with “T” specifying they are less than 21 years of age and NOT participating in the bar.

Alcohol Service - Shots of alcohol are NOT available for consumption. In accordance with the State of Michigan liquor laws, alcohol cannot be brought into the facility. No Coolers are allowed in with the Bridal party. No wine favors allowed. Any alcohol brought into the facility will be confiscated and discarded by the Colony Club staff. In addition, it is Colony Club policy to require proper identification from younger adults prior to serving alcohol. Colony Club reserves the right to refuse service to guests without proper identification or to guests that appear intoxicated.

End of Evening Procedures – Once your bar closes according to your contract, the reception is over. The room is available for an additional 60 minutes to load-out. All host and vendor items brought into the building must be removed the night of the event within an hour of the bar closing. The Colony Club is not responsible for any items left overnight. All Vendors have one hour to complete the breakdown and vacate the premises. An additional \$300 per hour labor charge will be billed to the client and due the night of the event should additional load-out time be required.

Special Meals- Dietary Concerns

- **Nuts:** Our kitchen does not cook with any nut oils. Some of our appetizers and desserts do contain nuts.
- **Gluten Free:** A Gluten Free entree is a meal without wheat flour.
- **Entrees with Gluten:** Chicken Spiedini, Halibut and our Vegetarian entrees.
- **Gluten Free:** All potatoes, vegetables and sauces. If you have a guest that is Gluten Free, please select either the Salmon or Beef entrée as one of your entree selections.
- **Halal:** Halal Chicken or Beef are available for \$2 additional per person provided by Adam Meats in Eastern Market. (Minimum of two week notice)
- **Vegetable Vegan Stir Fry:** (available upon request) is served with kale, green beans, yellow squash, sliced carrots, and red pepper served over steamed white rice and drizzled with a balsamic vinegar reduction

Audio Visual Equipment – is available for a photo or video program.

52" Monitor on a stand and a DVD player \$350

8 x 8 pull up screen with a LCD projector \$350

Please make sure your DVD is properly formatted and any program played on a lap top has a VGA out with the proper adaptors.

Architectural Up Lighting – our lighting package is available for \$480 and includes 12 cans of light in the large arched windows and in the four corners of the room. The color choices are amber, pink, red, blue, green or purple. Please access our photo galleries on knot.com and weddingwire.com to see lighting options. We do not allow outside vendors or DJ's to provide Up Lighting.

Monogrammed Gobo Spot Light – T- stand in the mezzanine with a spot light with your custom Edwardian font style monogram displayed on the dance floor or on the ceiling. A custom monogrammed Gobo is \$400. All gobos must be ordered within two months of the event.

Colony Club Room Capacities and Rental Rates

3rd Floor – Grand Ballroom

Room Capacity	400
Rental Rate:	\$2,000
Ceremony Fee:	\$1,000

Minimum Wedding Guarantee

Friday	\$19,000
Saturday	\$26,000
Sunday	\$14,000

4th Floor –Petite Ballroom

Room Capacity	150
Rental Rate:	\$1,500

Ceremony Fee:	\$1,000
Buy-Out	\$4,000

Minimum Wedding Guarantee

Friday	\$10,000
Saturday	\$12,000
Sunday	\$8,000

A minimum guarantee is the minimum amount spent which can include rental, food & beverage, tax and gratuity.

Discounts

- \$5 off per person package pricing for Sunday weddings
- \$5 off per person package pricing for Friday & Sundays during the Off-Season months of January, February and March.

Discounts may not be combined with any other promotions and are not cumulative.

Colony Club Package Inclusions

House Linen

Table Linen - Full-length - ivory only

Napkin Linen - Choice of ivory, black or sandalwood

Specialty linen is the responsibility of the contracted party.

Tables

The Colony Club will provide 60'' round tables that seat 8-10 guests per table.

The Colony Club will provide 36'' round tall tables. A total of ten 36'' round tables will be made available.

Chairs

The Colony Club will provide antique gold Chivari chairs with ivory seat pads. Additional charges will apply for use of alternative tables and/or chairs.

Vendor Tables

The Colony Club will provide 6 ft. tables with ivory linen and black skirting for the cake, DJ, and gift tables.

Bars

Use of one bar per 100 guests

Floor Plans

Standard Floor plans are available on our web site. We are happy to provide a customized floor plan upon request up to two months prior to the date of the event. Multiple modifications to a floor plan are subject to increased labor charges. A customized floor plan may take your Sales Manager up to two weeks to create.

Standard Labor Guidelines

Included In All Packages

- One Event Manager per function
- One Bartender / Runner per 100 guests (maximum of 4)
- One Server per 45 guests for appetizers
- One Server per 45 guests for buffet service
- One Server per 24 guests for table service

All labor hours are based on the total time of the function, plus two hours for setup and one hour for cleanup. In the event that a function requires additional setup and cleanup times, additional fees will apply.

The Madison Wedding Package

Appetizer

Cheese and fruit display

Two passed appetizers from the Madison Appetizer selections

Entrée Selection

Choice of two entrées plus a vegetarian option. All selections must be guaranteed two weeks prior to the event date.

- **Prime Rib**
Served with natural au jus and whipped potatoes
- **Filet Mignon**
Filet Mignon char-grilled and topped with a demi-glace mushroom sauce served with whipped potatoes
- **Chicken Spiedini**
Breaded boneless chicken breast flash sautéed and served with lemon basil cream and capered olives served with linguine pasta
- **Salmon Filet**
Roasted salmon served with a capered Champagne sauce and served with vegetable fried rice
- **Parmesan Encrusted Halibut**
Fresh halibut rubbed with Dijon and crusted with Parmesan, herbs and crispy fried onions, baked golden brown served with vegetable fried rice
- **Vegetarian Entrée – Eggplant Napoleon**
Lightly breaded rounds of eggplant layered with roasted zucchini, yellow squash, roasted red pepper and sautéed spinach topped with a roasted tomato sauce and shaved Parmesan cheese served with linguine pasta

Included with all Entrée Selections

Tuscan salad with house dressing drizzled on top, freshly baked rolls and sweet butter, designated starch and seasonal vegetable medley

Gourmet Coffee and Tea Station

Bar Selection – Five hour Premium Bar Service, includes Jean-Louis Charles De Fere Champagne toast for bridal party and bottle of Champagne for the Bride & Groom

Included Amenities - Cake cutting service, self-parking in Fox Garage

\$89 per person

(Plus 6% Sales Tax & 21% Gratuity)

The Grand Wedding Package

Appetizer

Cheese and fruit display

Choice of four appetizers from Madison or Grand Appetizer selections

Entrée Selection - Choose one Dinner Duo for all guests

- Chicken Spiedini lightly breaded and served in light lemon basil sauce topped with capered olives paired with char-grilled Prime Filet Mignon topped with mushroom sauce, served with whipped potatoes
- Roasted Salmon served with a capered Champagne sauce with paired with a Prime Filet Mignon char-grilled and topped with a mushroom sauce, served with whipped potatoes
- Fresh Halibut rubbed with Dijon and encrusted with Parmesan, herbs and crispy fried onions baked until golden brown paired with a Prime Filet Mignon char-grilled and topped with a mushroom sauce, served with whipped potatoes
- Jumbo Shrimp Scampi in light lemon butter sauce paired with a Prime Filet Mignon char-grilled and topped with a mushroom sauce, served with whipped potatoes

Included with all Entrée Selections

Tuscan salad with house dressing drizzled on top, freshly baked rolls and sweet butter, suggested starch, seasonal vegetables

Deluxe Coffee and Tea Station

French Roast and decaffeinated coffee & coffee flavorings

Whipped cream, cinnamon sticks

Shaved chocolate, chocolate Jimmies, orange peel & lemon peel

Late Night Station – Choice of One

Pizza Station - Cheese and pepperoni pizza

Coney Dog Station – Beef hotdogs w/Detroit hotdog chili, condiments and French fries

Home Run Slider Station -Miniature all beef sliders served with or without cheese, with assorted condiments and French fries

Warm Soft Pretzels- Served with zesty dipping sauces, mild cheddar cheese, jalapeno cheddar and honey mustard sauce

Dessert Station- House made miniature desserts, lemon bars, molten chocolate lava and bumpy cake

Bar Selection – Five hour Premium Bar, includes **Jean-Louis Charles De Fere** Champagne toast for all guests and a bottle of Champagne for the Bride and Groom

Included Amenities - Cake cutting service, Self-Parking in Fox Garage

\$99 per person

(Plus 6% Sales Tax & 21% Gratuity)

Appetizers

Madison Grouping

Chilled Appetizers

Roasted Vegetable Caviar with toasted Pita Toasts

Roulade of Beef Tenderloin with Wild Mushroom Cream Cheese

Roulade of Beef Tenderloin with Chipotle and Cilantro filling

Caprese Skewer with fresh Mozzarella, Cherry Tomato and Fresh Basil

Sushi- California Rolls served with Soy Sauce and Wasabi

Warm Appetizers

Pesto-Stuffed Mushrooms

Asian Chicken Lollipops

Coconut Shrimp

Miniature Century Crab Cakes

Spring Rolls with Apricot-Pineapple Sauce

Heirloom Tomatoes with Fresh Basil Bruschetta

Flatbread Cheese Pizza

Grand Grouping

Chilled Appetizers

Martini Jumbo Shrimp Cocktail (Station)

Cucumbers with Hickory Smoked Salmon

Prosciutto and Fontinella Wrapped Asparagus

Warm Appetizers

Spanokopita (similar to spinach pie)

Buffalo Bill Roll –Chicken dressed with buffalo sauce & blue cheese wrapped in a crispy lavash served with blue cheese dressing

Miniature Quiche

Miniature Chicken or Beef Wellington

Additions

Soup \$5

- Roasted Red Pepper Bisque
- Traditional Italian Wedding
- Traditional Minestrone

Salad \$4

- Sonoma Salad- Mixed Greens with Sunflower Seeds, Dried Yellow Raisins, Cherry Tomatoes, crumbled Feta Cheese served with House Mustard Vinaigrette
- Napa Salad Napa Salad - Mixed Greens with Pine Nuts, Dried Cherries, Red Onions, Gorgonzola Cheese served with House Balsamic Vinaigrette
- Traditional Caesar Salad – Tossed romaine lettuce, croutons, parmesan cheese, lemon juice and Caesar Dressing

Pasta \$5

- Tomato Basil Pomodoro with Linguine
- Vegetable Alfredo (cream sauce) served with Linguine
- Olive Oil and fresh herbs served with Linguine
- *All Pasta served with grated Parmesan Cheese at the table*

Sorbet (Intermezzo) \$3

- Choice of either Lemon or Raspberry Sorbet

Miniature Desserts

- Choice of Three Miniatures \$6
- Choice of Six Miniature \$8
- Choice of Nine Miniatures \$10

Chocolate Pudding Cake

Michigan Bumpy cake

Lemon Bars

Vanilla or Chocolate Cannolis

Chocolate Eclairs

Chocolate Dipped Strawberries

Lemon Tarts

Key Lime Tarts

Raspberry Tarts

Cheesecake Lollipops

Cream Puffs

Cappuccino Brownies

Fresh Fruit Display

Assorted Cookies

We do NOT allow outside bakers or vendors into the building.

Late Night Menu

- **Home Run Slider Station** -Miniature all-beef hamburgers with and without American cheese, served with chopped onions, relish, ketchup, mustard and French fries \$6
- **Detroit Coney Dog Station** - All-beef hot dogs, meat chili (without beans), chopped onions, relish, ketchup, mustard and French fries \$6
- **Pizza Station** - Assorted cheese, pepperoni and vegetable pizzas \$6
- **Warm Soft Pretzels**- Served with zesty dipping sauces, mild cheddar cheese, jalapeno cheddar and honey mustard sauce \$6
- **Miniature Dessert Station**– Lemon bars, Molten Chocolate Lava, & Assorted Cheesecake Lollipop \$6
- *(Minimum of 50 guests)*

Children's Menu

(Reserved for children 12 & younger – choice of ONE entrée selection)

Hamburger and French Fries - With house salad

Chicken Fingers and French Fries - With house salad

Includes cake service and soft drink package

\$25.00 per child

Premium Bar Selections
Included with all packages
5 hour Bar Package

- Wine:** Rawson's Retreat
Cabernet Sauvignon and Chardonnay
- Beer:** Bud, Bud Light, Miller Lite, Labatts, Heineken, Corona
- Vodka:** Ketel One, Stoli, Stoli Vanilla, Stoli Raspberry
- Bourbon:** Jim Beam, Southern Comfort
- Whiskey:** Jack Daniel's, Crown Royal, Canadian Club
- Scotch:** Dewar's, Johnny Walker Black
- Gin:** Tanqueray, Bombay
- Brandy:** Christian Brothers
- Tequila:** Jose Cuervo
- Rum:** Barcardi, Captain Morgan
- Liqueurs:** Triple Sec, Peach Schnapps, Kahlua, Bailey's
- Cognac:** Hennessy VS

Maximum Bar Time: 5 hours
Maximum Reception Time: 6 hours

- Shots of alcohol are NOT available for consumption
- There are NO SUBSTITUTIONS to the Bar Package
- All Special requests are subject to bottle or case pricing
- All Special orders must be made two weeks prior to the date of the event
- All liquor provided in package are subject to change
- Soft Drink Reception (No Alcohol): \$15 Off package price
(Not to be combined with any other discounts)

Bar Add-on's & Upgrades:

- **Wine**

Dinner House Wine Pour Rawson Retreat (Penfolds): \$4 per person

Upgrade: Joel Gott Chardonnay & Cabernet Sauvignon

Wine Pour: \$6

Wine Pour & Bar Upgrade: \$10

- **Craft Beer**

Any Special Request beer is subject to case pricing and distributor MINIMUMS.

We suggest that any special requests are made to your Wedding Sales Associate a month prior to your Event Date. Some of the most popular brands are Atwater, Shorts, Bells, New Holland, Founders, Dark Horse, Frankenmuth and Rochester Mills.

- **Red Bull**

Red Bull Sugar Free or Regular: 12 case price \$36

- **Passed Signature Drink**

\$150 Labor Fee Applies

One signature drink Maximum

All ingredients of your signature drink must be included

- **Suggested Signature Drink**

The Host is welcome to suggest a signature drink with cute signage at the bar. These drinks are not pre-made nor passed, but are a fun suggestion of a typical drink ordered at the bar. All ingredients must be included in the bar package. There is no additional expense for a Suggested Signature Drink.

Gem Colony Event Managers:

Bertha Crane: (313) 463-6248 bcrane@gmetheatre.com

Judy Beneson: (313) 463-6243 jbeneson@gemtheatre.com

Melissa Mateling (313) 463-4213 mmateling@gemtheatre.com

Vendor Polices

- Vendors are allowed in the facility after 2:00 p.m. on the day of the event unless alternate arrangements have been previously approved.
- All vendor items brought into the building must be removed the night of the event within an hour of the bar closing.
- The Colony Club & Gem Theatre are not responsible for any items left overnight.
- A \$300 labor charge per hour would apply for all break-down that is not finished after the one hour allotted time. Any additional labor charges must be paid in advance.
- At the Gem Theatre, vendors must load-in and load-out off the loading dock off Brush Street.
- At Colony Club vendors must load-in and load-out off the alley north of the building off Park Street.
- At Colony Club, vendors cannot park in Lot A next to the building unless their truck or trailer do not fit in the Fox Parking Garage.
- At Colony Club, all parking is located in the Fox Parking Garage. Please give all vendors a parking pass to park in the garage.
- At the Gem Theatre, all parking is located in the Gem Parking Garage off of Brush Street. Please give all vendors a parking pass.

Vendor Meals

- **The host's chosen entrée selections will be available for vendors at a cost of \$47 per person.**
- **The host must include all vendor entrée selections with their final count one week prior to the date of the event.**
- **A Deli Tray is available for bands at \$27 per person.**
- **All vendors are served after guests. There are no exceptions.**
- **The price of the Vendor Meal includes self-parking in the Garage and soft drinks.**

Preferred Vendors

(People we LOVE to work with!)

Floral

Bellisario Florist
Eastpointe & Birmingham
(586) 773-7070
Ralph@bellisarioflorist.com

Emerald City Designs / ECD
Farmington Hills
(248) 474-7077
www.emeraldcitydesigns.com

Blumz
Detroit & Ferndale
(313) 964-5777
(248) 398-5130
www.blumz.com

Blossoms
Birmingham
(248) 644-4411
www.blossomsbirmingham.com

Vivianios
St. Clair Shores
(586) 293-0227
www.viviano.com

Thrifty Florist
Ph: (248) 386-8900
david.calcaterra@tfenterprises.com

Petit Fleur Events
(313) 467-9453
www.petitfleurvents.com

English Gardens
(800) 355-GROW
www.englishgardens.com

Jen House Design
(734) 649-5143
www.jenousedesign@hotmail.com

Bill Hamilton Designs
(248) 506.9970
www.billhamiltontdesigns.com

Photography/Video

Wilson Sarkis Photography
www.wilsonsarkisphotography.com
Studio: 248.865.1528
Direct: 248.798.8334

Jeffrey Lewis Bennett
www.jlbwedding.com
(248)444-0161

Jess & Nate Photography
(734) 786-8377
www.jessica-johnston.com

Jesse David Green Photography
(248) 794-6073
www.jessedavidgreen.com

Kristen Taylor & Co.
(248) 593-6449
www.kristentaylorphotography.com

Bill Mcdad Photography
(313) 655-5656
www.billmcdad.com

Hillebrand Photography
(248) 548-107
www.hillebrandphotography.com

Mishelle Lamarand
(734) 306-7057
www.mishellelamarand.com

We welcome all photographers to tag either the Gem Theatre or Colony Club's facebook page. The Gem Colony Events staff looks forward to working with you and your team in establishing a strong working relationship.

Marco Antonio Photography
(888) 264-1095
www.marco-antonio.com

Heather Saunders Photography
(248) 629-9408
www.heathersaundersphotography.com

3rd Street Films
(248) 726-9588
www.3rdstreetfilms.com

Abby Rose Photo
(734) 846-2852
www.abbyrosephoto.com

Visi Productions
(734) 968-1407
hello@visiproductions.com
www.visiproductions.com

Blue Racer Productions
248.252.5509
www.blueracerproductions.com

DJs & Entertainment

Mike Staff Productions
(DJ, Photography & Video)
(248) 689-0777
www.mikestaff.com

Mary Ann Productions
(248) 601-9586
www.maprodj.com

Pro DJ Services
(313) 884-0130
www.pdjsinc.com

Music Box Productions
(586) 790-1519
www.musicboxproductionsinc.com

Urban Kris Productions
(248) 761-6900
www.urbankris.com

Panache
(800) 991-0925
www.panache.com

Lorio-Ross Sterling Entertainment
(248) 398-9711
www.lorioross.com

Bakers

Holiday Market
(248) 541-1414

www.holiday-market.com

Zingerman's Bakehouse
(734) 761-2095

www.zingermanbakehouse.com

Love and Buttercream
(248) 850-7202

www.loveandbuttercream.com

(248) 766-3459

www.michiganweddingcandybuffet.com

Pinwheel Bakery
(248) 398-8018

www.pinwheelbakery.com

Elite Sweets
(248) 476-3600

www.getelitesweets.com

Sweet Heather Anne
(734) 913-2025

www.sweetheatheranne.com

Miscellaneous

Chair Cover and Linens
(800) 260-1030 (Ask for DeVonna)

www.linenhero.com

Display Group (Furniture /Props)
(313) 965-3344

www.displaygroup.com

About Face (Make-Up)
(248) 399-1339

Luxe Event Linens
(248) 822-9400

www.luxeeventlinen.com

Gala House (Planner & Décor)
Kristina Lambert
(248) 752-8693

www.thegalahouse.com

ShutterBooth (Photo Booth)
(248) 545-6460

info@shutterbooth.com

Java Java (Espresso)
(586) 556-5282

www.caffebaronwheels@yahoo.com

The Wedding Connection (Officiates)
(800) 696-0380

www.theweddingconnection.net

Transportation

A-1 Transportation
(248) 541-6660
www.a1transportation.net

Lavdas Limousines
(586) 574-2350
www.lavdas.com

Aristocat Worldwide Transportation
(586) 574-0700
www.aristocatttransportation.com

Hotels

Westin Book Cadillac
(Ask For Joy)/ No Shuttle
(313) 442-1600
www.bookcadillacwestin.com

Marriott Ren Cen & Courtyard
No shuttle
(313) 568-8000
www.marriott.com

Atheneum Suites Hotel with Shuttle
Ask for Michael
(313) 962-2323
www.atheneumsuites.com

Ferry Street Inn with Shuttle
(313) 871-6000
www.ferrystreetinn.com

Hilton Garden Inn
(313) 967-0900
www.hiltongardeninn.com

Greektown Casino Hotel
(877) 424-5554
www.greektowncasinohotel.com

Planners

Ever Our Events
Megan Childers
248-860-1602
www.everourevents.com

Gala House (Planner & Décor)
Kristina Lambert
(248) 752-8693
www.thegalahouse.com

Viva La Diva Events
(734) 660-1278
www.vivaladivaevents.com

Laura Davis Events
(248) 591-0160
www.lauradavisevents.com

Party Assurance
Pat Blackwell
(248) 496-4572
www.partyassurance@aol.com

The Bash
Carlyn Roth
(248) 325-8810
www.thebashevents.com