

Rooms and Policies

Banquet Rooms

****There is a \$125.00 Room Rental for all rooms**

Bonneville Room

Lobby Level - East Side

Min: 40 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

Lobby Level - West Side

Min: 60 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

Mezzanine Level - Southwest Corner

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

Max with a buffet: 50 people

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

Carpet: *Sage Green, Blue and Tan*

Gold Room

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

Mezzanine Level - West Side

Min: 25 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

9th Floor - Northwest Corner

Min: 40 people / **Max:** 80 people

Max with a buffet: 70 people

*View of Temple Square and State Capitol
Cherry Wood along West wall*

Carpet: *Teal, Plum, Cream and Tan*

Harmony Room

9th Floor - West Side

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

Max with a buffet: 50 people

*View of Temple Square
Cherry Wood along West wall*

Carpet: *Teal, Plum, Cream and Tan*

Palmyra Room

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

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

10th Floor - Southeast Corner

Min: 60 people / **Max:** 180 people

Max with a buffet: 150 people

*View of Wasatch Mountains,
Purple walls with a 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 \$950.00

Thursday - Saturday \$1,250.00

Empire Room

Lobby Level - West Side

Max: 600 people

Monday - Wednesday \$1,250.00

Thursday - Saturday \$1,550.00

Wasatch Room

10th Floor - Southeast Corner

Max: 600 people

Monday - Wednesday \$1,250.00

Thursday - Saturday \$1,550.00

Sharon/Manchester Room

9th Floor - Southwest Corner

Max: 800 people

Monday - Wednesday \$1,250.00

Thursday - Saturday \$1,550.00

Kirtland, Harmony and Palmyra Rooms

9th Floor - Northwest Corner

Max: 600 people

Monday - Wednesday \$1,250.00

Thursday - Saturday \$1,550.00

Entire 9th 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. Rest assured that every detail will be handled as you want it, when you want it and how you envisioned it. You will find our friendly, professional catering staff eager to assist in any way we can to make your event a resounding success. 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 3-10 years old, please contact your coordinator regarding a special menu. Due to Board of Health restrictions, no outside food or beverages are permitted in the banquet facilities.*

Final Count

To allow our staff time to make full preparations, it is very important that you notify the catering office or your coordinator of the exact number of guests:

Seven days prior to the event for wedding receptions

Three working days prior to the event for all other events

Please note that you will be charged for the number of guests specified, even if the actual attendance is lower. In the event that additional guests arrive, it may be necessary to substitute menu items, which may result in service delays. Please note: decreasing your guest count more than 15% of the original count within 7 days of the event date, will incur a service charge of \$5.00 for each person not in attendance.

Deposit

*To guarantee your reservation, you will need to submit a **non-transferable, non-refundable** deposit within 15 days after making your reservation. Your deposit will be applied toward your final billing.*

Payment

Full payment is due:

Seven days prior to the event for wedding receptions

Three working days prior to the event for all other events

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 20% Service Charge which covers costs including set-up, stewarding, server wages, linens, dishes and other items. Finally, all requests for direct billing need to be submitted and authorized at least 20 days prior to your event.

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. If you do decide to leave a gratuity, we suggest \$5.00-\$20.00 per server. Due to the higher hourly rate our servers are paid, we consider the current gratuity percentage a bit excessive.

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.

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.

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)539-3151, (800)881-5762 x3151 or email them at: floral@templesquarehospitality.com. Changes in your flower order can be made up to 14 days prior to your event.

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. Joseph Smith Memorial Building will provide all linens/chair covers for your event. Please no outside linens.

Wedding Cake

Choose from our large selection of wedding cakes or have your dream cake custom made. Please contact your wedding coordinator for details. If you would like to bring in your cake from an outside vendor, there will be a \$50.00 cake cutting fee.

Audio-Visual Equipment

We will provide a complimentary microphone and piano if you desire. We also have the following items available for an additional cost: standing podium with microphone, screen, LCD projector, TV/VCR/DVD and dance floor. 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 first-come, first-serve basis. You may purchase additional time for your guests as needed. Please contact your coordinator with any questions.

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.

Taking Food off Premises

Because of the possibility of temperature abuse in transporting food, which may result in unsafe food, we highly discourage and even disallow some foods to be taken home. In the case of buffet displays, in order to maintain a good appearance, additional food may be displayed which is over and above the guaranteed guest count and is not to be taken home. This policy has been initiated to address the Board of Health's concerns on food borne illnesses.

Wedding 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.

Wedding Ceremonies

A \$500.00 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).

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*
- *Floor easels for photos and/or quilts*
- *A table with cloth to receive wedding gifts*
- *A table with cloth for display of china or photographs*
- *A table with cloth for your guest registry*
- *A table with cloth for your cake*
- *Round serving tables, with cloths, that seat from eight to ten people per table*
- *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*

Joseph Smith Memorial Building, 15 East South Temple, SLC, Utah 84150
800-881-5762 x1 / 801-539-3130 x1

www.WeddingsAtTempleSquare.com

7/2011