



THE RIGHTEOUS ROOM



# PRIVATE PARTY

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INFORMATION

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**THE RIGHTEOUS ROOM IS A STYLISH LOCATION TO HOST YOUR NEXT HAPPY HOUR OR EVENT IN DOWNTOWN CINCINNATI! THE OPEN-AIR BACK COURTYARD INCLUDES LOUNGE SEATING AND A PRIVATE BAR IN A CONTEMPORARY SETTING.**





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## THE COURTYARD

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THE ENTIRE BACK COURTYARD IS AVAILABLE FOR PRIVATE PARTIES WITH 30 – 60 GUESTS. THIS SPACE INCLUDES A PRIVATE BAR AND BARTENDER, 6 HIGH-TOP PATIO TABLES, BISTRO LIGHTING, AND ITS OWN SOUND SYSTEM.

THE COURTYARD HAS A PERMANENT PERGOLA COVERING AND IS HEATED DURING THE WINTER, SO PARTIES CAN BE HOSTED YEAR-ROUND!

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# BAR OPTIONS

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THERE ARE SEVERAL TAB OPTIONS AVAILABLE TO HELP YOU REACH YOUR BAR SPENDING MINIMUM!

## INDIVIDUAL TABS

GUESTS OPEN THEIR OWN TAB AND/OR PAY AS THEY GO. ALL INDIVIDUAL BAR TABS WILL APPLY TO THE BAR SPENDING MINIMUM.

## GROUP TAB

THERE ARE SEVERAL DIFFERENT OPTIONS FOR RUNNING A GROUP TAB DURING YOUR PARTY.

**OPEN BAR:** RUN A GROUP TAB FOR THE ENTIRE PARTY

**OPEN BAR WITH EXCEPTIONS:** RUN A GROUP TAB CUSTOMIZED TO INCLUDE OR EXCLUDE CERTAIN DRINKS (EX. NO SHOTS OR TOP-SHELF LIQUOR). IF A GUEST WANTS A DRINK THAT IS EXCLUDED, THEY MAY PURCHASE IT ON THEIR OWN INDIVIDUAL TAB. ALL TABS WILL APPLY TO THE BAR SPENDING MINIMUM.

**RUN A GROUP TAB FOR A CERTAIN PERIOD OF TIME:** (EX. THE FIRST 2 HOURS). AFTER THE SPECIFIED TIME, THE PARTY WILL SWITCH TO INDIVIDUAL TABS. ALL TABS WILL APPLY TO THE BAR SPENDING MINIMUM.

**RUN A GROUP TAB UP TO A CERTAIN AMOUNT:** (EX. THE FIRST \$300). ONCE THE GROUP TAB HITS THE SPECIFIED AMOUNT THE PARTY WILL SWITCH TO INDIVIDUAL TABS. ALL TABS WILL APPLY TO THE BAR SPENDING MINIMUM.

**USE OF DRINK TICKETS TO BE APPLIED TO GROUP TAB:** (EX. EACH GUEST RECEIVES 1 DRINK TICKET TO PURCHASE BEER, WINE, OR WELL LIQUOR.)

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# PLANNING INFO

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## SPENDING MINIMUM

THERE IS AN \$800 BAR SPENDING MINIMUM TO RESERVE THE COURTYARD SUNDAY - THURSDAY DURING NORMAL OPERATING HOURS. THERE IS AN \$800 BAR SPENDING MINIMUM TO RESERVE THE COURTYARD FRIDAY - SATURDAY UNTIL 10PM. THE SPENDING MINIMUM IS BASED OFF OF A 3-HOUR EVENT.

## FOOD/CATERING

THE RIGHTEOUS ROOM DOES NOT SERVE FOOD, HOWEVER, WE DO ALLOW FOOD/CATERING TO BE BROUGHT IN FOR A \$50 OUTSIDE CATERING FEE. THIS INCLUDES THE RIGHTEOUS ROOM PROVIDING A FOLDING TABLE WITH A LINEN TO PLACE THE FOOD ON. THE OUTSIDE CATERING FEE WILL BE WAIVED IF YOU CHOOSE TO CATER WITH ONE OF OUR PREFERRED VENDORS: KEYSTONE'S MAC SHACK OR THUNDERDOME RESTAURANT GROUP (BAKERSFIELD, CITYBIRD, CURRITO, AND THE EAGLE). PARTIES ARE WELCOME TO BRING IN SMALL SNACKS AND DESSERT FOR NO FEE.

## DECORATIONS/SETUP

PARTIES ARE WELCOME TO DECORATE HOWEVER THEY'D LIKE, WE JUST ASK FOR NO GLITTER OR CONFETTI OF ANY KIND. PARTY HOSTS OR A DESIGNATED GUEST CAN ARRIVE PRIOR TO THE EVENT START TIME TO DECORATE/SET-UP, IF NEEDED.

## MUSIC

PARTIES WILL BE ABLE TO PLAY THEIR OWN MUSIC BY CONNECTING TO THE SOUND SYSTEM VIA BLUETOOTH/AUX CORD. THE ROOSEVELT ROOM DOES NOT ALLOW OUTSIDE DJS OR LIVE MUSIC FOR PARTIES.

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# PLANNING INFO

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## CONFIRMATIONS

A DIGITAL CONTRACT AND CARD ON FILE IS REQUIRED TO SECURE THE SPACE. THERE IS NO CHARGE OR HOLD ON THE CARD UNLESS THERE IS A LATE CANCELLATION OR DAMAGES. ANY DAMAGES INCURRED DURING THE PARTY WILL BE CHARGED TO THE CARD ON FILE AND YOU WILL BE NOTIFIED OF THE CHARGES. IF YOUR PARTY FAILS TO MEET THE BAR SPENDING MINIMUM, THE REMAINING DIFFERENCE MAY BE ADDED TO THE CARD ON FILE.

## CANCELLATION POLICY

A \$100 CANCELLATION FEE WILL BE APPLIED IF WE ARE NOT GIVEN A MINIMUM 14-DAY NOTICE OF CANCELLATION.

## NO-SHOW POLICY

A \$300 NO-SHOW FEE WILL BE APPLIED IF YOUR ENTIRE PARTY FAILS TO SHOW UP WITHOUT CANCELLING FIRST.

## METHODS OF PAYMENT

PAYMENT IS DUE IMMEDIATELY UPON COMPLETION OF THE PARTY. WE ACCEPT MASTERCARD, VISA, DISCOVER, AMERICAN EXPRESS, AND CASH. WE CANNOT ACCEPT PAYMENT BEFORE THE DAY OF THE SERVICES RENDERED.

## TAX & GRATUITIES

ALL BEVERAGE PRICES ARE SUBJECT TO A STATE SALES TAX. THERE IS NO AUTOMATIC GRATUITY ADDED TO ANY BEVERAGE SALES. WE SUGGEST LEAVING A 20% GRATUITY FOR THE STAFF WORKING YOUR EVENT.

AT THE RIGHTEOUS ROOM, OUR GOAL IS TO MAKE THE PLANNING OF YOUR EVENT AS STRESS-FREE AND ENJOYABLE AS POSSIBLE. PLEASE INFORM YOUR PRIVATE EVENT COORDINATOR OF ANY NEED IN FINDING DECOR, TRANSPORTATION, AV EQUIPMENT, DJs, BANDS, PHOTOGRAPHERS, AND FLORISTS. WE ARE HAPPY TO RECOMMEND ONE OF OUR PREFERRED VENDORS TO HELP MAKE YOUR PARTY PERFECT! IF THERE IS SOMETHING IN THIS PACK THAT YOU DON'T SEE, JUST LET US KNOW!

FOR MORE INFORMATION AND TO TAKE A VIRTUAL TOUR OF THE SPACE, VISIT [THERIGHTEOUSROOM.COM/PRIVATE-PARTIES](http://THERIGHTEOUSROOM.COM/PRIVATE-PARTIES).

THE RIGHTEOUS ROOM IS LOCATED AT:

641 WALNUT STREET CINCINNATI, OH 45202  
513.381.4408 / [WWW.THERIGHTEOUSROOM.COM](http://WWW.THERIGHTEOUSROOM.COM)



four entertainment group

TO RESERVE THE COURTYARD, PLEASE CONTACT OUR PRIVATE PARTY SALES MANAGER AND MENTION THE RIGHTEOUS ROOM:

513-721-0083 X1023  
[EVENTS@FOUREG.COM](mailto:EVENTS@FOUREG.COM)

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