

A romantic wedding scene featuring a bride and groom in a wooden chair. The groom, in a dark suit, is leaning over the bride, who is wearing a white lace wedding dress and holding a large bouquet of white flowers. They are seated in a wooden chair with a curved back and vertical slats. The background is a warm, wooden wall. The text "SECTION 1" is centered above the main title.

SECTION 1

GEM THEATRE & COLONY CLUB WEDDINGS



TABLE OF CONTENTS

1 GEM THEATRE & COLONY CLUB WEDDINGS

Booking Your Wedding at the Gem Theatre and Colony Club	6
Gem Theatre Room Capacities and Rental Rates	8
Colony Club Room Capacities and Rental Rates	10

2 WEDDING PACKAGES

The Madison	14
The Grand	16
The Versailles.....	18
The Park Avenue Buffet.....	20

3 SELECTIONS & ENHANCEMENTS

Enhancements.....	24
Desserts	26
Late Night Stations & Children's Menu	28
Appetizer Selections.....	30
Bar Package & Policies	32

4 POLICIES & VENDORS

Event Policies	38
Special Meals & Lighting Packages.....	44
Vendor Policies.....	45

5 FLOOR PLANS

Gem Theatre Floor Plans	48
Colony Club Floor Plans	52

6 VENUE HISTORY

Gem Theatre History	62
Colony Club History.....	64

PRICING & DISCOUNTS

2024 Prices subject to increase

Ten Dollars (\$10) OFF Non-Alcohol Weddings (cannot be combined with other discounts)



BOOKING YOUR WEDDING

Thank you for your consideration! First, our Wedding Sales Team would love to meet you! Please contact us at (313) 463-4215 to schedule a site visit and to answer all of your questions.

After your informative venue tour, please fill out the wedding questionnaire and send it back to your sales manager. We will then put together a proposal/contract for you which will outline your timeline, package selection and costs.

TO HOLD A DATE

A signed contract and non-refundable deposit of \$5,000 are required to hold your desired date.
A date is ONLY confirmed with a signed contract and deposit.

TO MAKE A DEPOSIT OR PAYMENT

For your Gem Theatre wedding, please make your check out to: Twentieth Century, Inc. For your Colony Club Wedding, please make your check out to: Colony Club Entertainment. For both venues, either mail or drop off your payment to our Event Office at:

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

Your deposit can be paid with a personal check or credit card (2.5% service fee applies to all credit card payments). The Second payment of the ESTIMATED 25% of the total balance is paid five months after you contract the event. The Third payment of an ESTIMATED 25% is due six months prior to the date of your event. The Final payment in full of the remaining balance must be received at a minimum of one week prior to the date of the event. You can NOT reduce the guest count after your final payment. Your final payment must be paid by certified check, credit card or cash. We do not accept a personal check for the final payment. All payments are non-refundable.





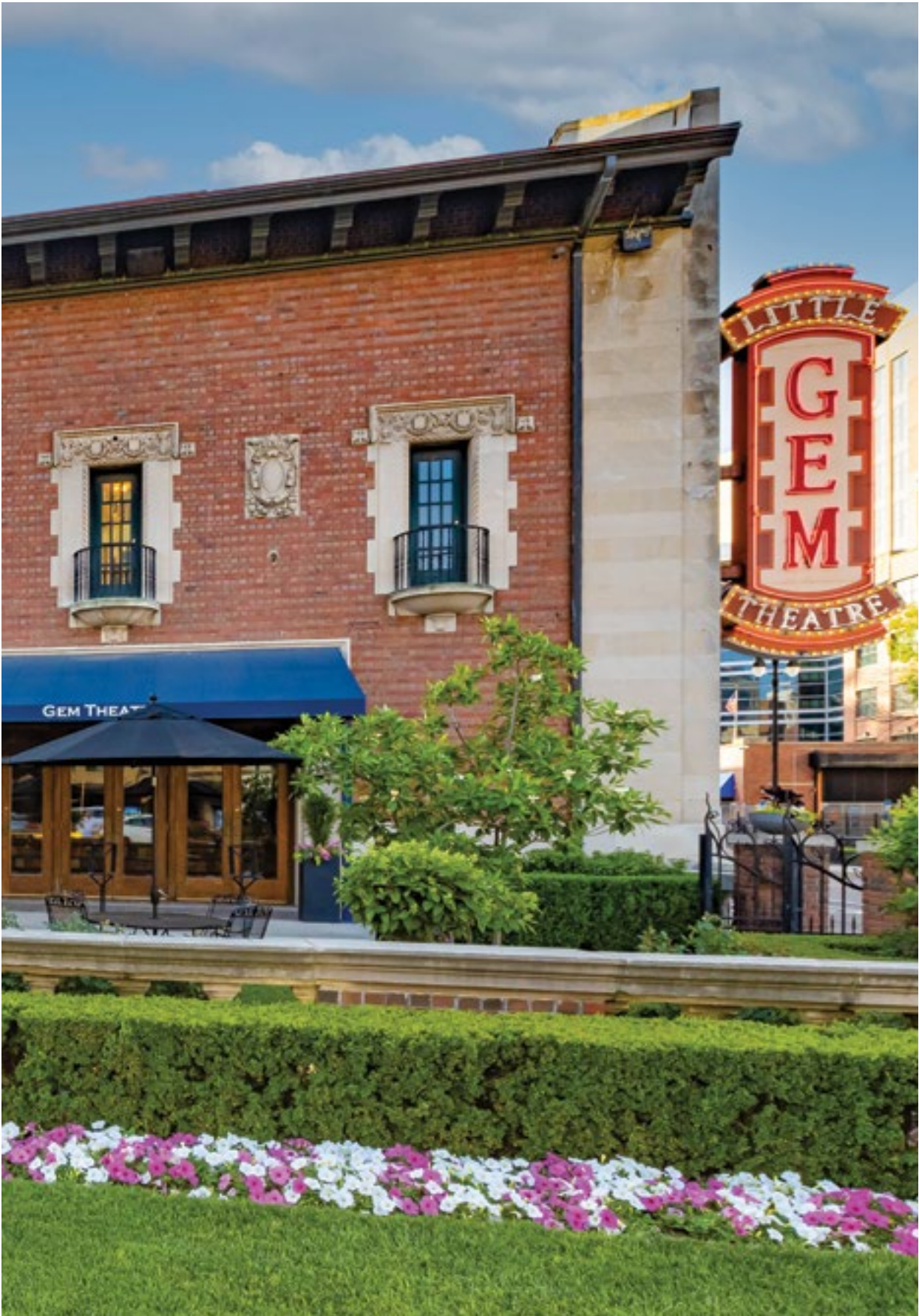
GEM THEATRE

GEM THEATRE	
VENUE CAPACITY	250
RENTAL FEE	\$2,000
CEREMONY FEE*	\$750
CENTURY THEATRE	-
CENTURY CLUB	-
CENTURY DINING ROOM	-
TERRACE	INCLUDED

MINIMUM WEDDING GUARANTEE	
FRIDAY	\$10,000
SATURDAY	\$15,000
SUNDAY	\$7,000
MONDAY-THURSDAY	\$7,000

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

*Ceremonies are performed in either the Gem Theatre or the Century Theatre ONLY





COLONY CLUB

GRAND BALLROOM	
VENUE CAPACITY	275 (350 including seating on Mezzanine)
RENTAL FEE	\$2,500
CEREMONY FEE	\$1,500

MINIMUM WEDDING GUARANTEE	
FRIDAY	\$19,000
SATURDAY	\$26,000
SUNDAY	\$14,000
MONDAY-THURSDAY	\$14,000

BUILDING BUYOUT FEE	
\$5,500 (IN ADDITION TO RENTAL FEE)	

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



COLONY CLUB

PETITE BALLROOM	
VENUE CAPACITY	120
RENTAL FEE	\$1,500
CEREMONY FEE	\$1,000

MINIMUM WEDDING GUARANTEE	
FRIDAY	\$10,000
SATURDAY	\$12,000
SUNDAY	\$8,000
MONDAY-THURSDAY	\$8,000

BUILDING BUYOUT FEE	
\$5,500 (IN ADDITION TO RENTAL FEE)	

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

SECTION 2

WEDDINGS PACKAGES





THE MADISON PACKAGE

Includes: 4.5 hours of premium bar service, plated meal service, champagne toast for head table, gourmet coffee & tea station, chiavari chairs, full length linen, napkins, door host, coat check (weather permitting), wedding suite, parking and cake service.

Pre-event services include: floor plan, menu tasting, and a dedicated Event Manager.

PACKAGE PRICE - \$112 PER PERSON

Menus and pricing are subject to change. A customary 24% service charge and 6% sales tax is additional. All entrée selections must be guaranteed two weeks prior to the event date.

1 HORS D'OEUVRES

THREE passed appetizers from the selections on **page 30**.

2 SALAD

Choice of ONE, accompanied with freshly baked rolls and sweet butter

TUSCAN SALAD - Mixed Greens, Green Pepper, Cucumber, Hard Boiled Egg, Chic Peas, and Fresh Tomato Served with House Vinaigrette Dressing

TRADITIONAL CAESAR SALAD – Tossed Romaine Lettuce, Croutons, Parmesan Cheese, and Caesar Dressing

POACHED PEAR SALAD (+ \$5.00 per person) – Poached Pear on Bibb Lettuce, Gorgonzola Cheese, Raspberries, Oranges and Candied Pecans Served with Balsamic Vinaigrette

3 ENTREES

Choice of TWO entrees (vegetarian & vegan options automatically included).

All entrees are served with chef's selection of starch & seasonal vegetables

HERB ROASTED CHICKEN (GF)

Marinated with Balsamic Vinegar, Dijon, Honey, Lemon and Garlic, Pan Seared and Topped with Herbed Chicken Broth

CHICKEN PICCATA

Lightly Breaded Chicken Breast Sauteed with White Wine, Butter, Lemon, with Artichokes and Capers

SALMON FILET (GF)

Roasted Salmon Served with a Capered Champagne Sauce

GRILLED HALIBUT (GF)

Served with Lemon Citrus Beurre Blanc Sauce

FILET MIGNON (GF)

Char-grilled and Topped with a Demi-glace Mushroom Sauce

CHEF'S SIGNATURE NEW YORK STRIP STEAK (GF)

Topped with a Brandied Demi-Glace and Frizzled Onions

BEEF WELLINGTON (+ \$5.00 PER PERSON)

Center Cut Certified Angus Tenderloin Coated with Mushroom Duxelles and Wrapped in Puff Pastry, Baked Until Golden Brown. Served with a Mushroom Sauce

EGGPLANT NAPOLEON (VEGETARIAN)

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, Provolone, and Swiss Cheese, Served with Linguine Pasta

GRILLED CAULIFLOWER STEAK (GF, VEGAN)

With Sea Salt, Olive Oil, Paprika and Red Pepper Flakes Served on Pinto Beans, Sauteed with Spinach, Red and Yellow Pepper



THE GRAND PACKAGE

Includes: 4.5 hours of premium bar service, plated meal service, champagne toast for all guests, deluxe coffee & tea station, chiavari chairs, full length linen, napkins, door host, coat check (weather permitting), wedding suite, parking, and cake service.

Pre-event services include: floor plan, menu tasting, and a dedicated Event Manager.

PACKAGE PRICE - \$121 PER PERSON

Menus and pricing are subject to change. A customary 24% service charge and 6% sales tax is additional. All entrée selections must be guaranteed two weeks prior to the event date.

1 HORS D'OEUVRES

FOUR passed appetizers from the selections on **page 30**.

2 SALAD

Choice of ONE, accompanied with freshly baked rolls and sweet butter.

TUSCAN SALAD - Mixed Greens, Green Pepper, Cucumber, Hard Boiled Egg, Chic Peas, and Fresh Tomato Served with House Vinaigrette Dressing

TRADITIONAL CAESAR SALAD - Tossed Romaine Lettuce, Croutons, Parmesan Cheese, and Caesar Dressing

POACHED PEAR SALAD (+ \$5.00 per person) - Poached Pear on Bibb Lettuce, Gorgonzola Cheese, Raspberries, Oranges and Candied Pecans Served with Balsamic Vinaigrette

3 ENTREES

Choose TWO Entrees to be served as ONE Duo Plate (vegetarian & vegan options automatically included). All entrees are served with chef's selection of starch & seasonal vegetables.

HERB ROASTED CHICKEN (GF)

Marinated with Balsamic Vinegar, Dijon, Honey, Lemon and Garlic, Pan Seared and Topped with Herbed Chicken Broth

CHICKEN PICCATA

Lightly Breaded Chicken Breast Sauteed with White Wine, Butter, Lemon, with Artichokes and Capers

SALMON FILET (GF)

Roasted Salmon Served with a Capered Champagne Sauce

GRILLED HALIBUT (GF)

Served with Lemon Citrus Beurre Blanc Sauce

CHEF'S SIGNATURE CRAB CAKES

(+ \$5.00 PER PERSON)

2 Jumbo Lump Crabmeat, Blended with Peppers, Onions, Old Bay Seasoning, Eggs, and Breadcrumbs, Sauteed until Golden Brown, and Drizzled with a Chipotle Aioli and Garnished with Fresh Leeks

FILET MIGNON (GF)

Char-grilled and Topped with a Demi-glace Mushroom Sauce

BEEF WELLINGTON (+ \$5.00 PER PERSON)

Center Cut Certified Angus Tenderloin Coated with Mushroom Duxelles and Wrapped in Puff Pastry, Baked Until Golden Brown. Served with a Mushroom Sauce

EGGPLANT NAPOLEON (VEGETARIAN)

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, Provolone, and Swiss Cheese, Served with Linguine Pasta

GRILLED CAULIFLOWER STEAK (GF, VEGAN)

With Sea Salt, Olive Oil, Paprika and Red Pepper Flakes Served on Pinto Beans, Sauteed with Spinach, Red and Yellow Pepper

4 LATE NIGHT STATION

Choice of One selections on **page 28**.



THE VERSAILLES PACKAGE

Includes: 4.5 hours of premium bar service, wine pour with dinner, pasta course, plated meal service, champagne toast for all guests, deluxe coffee & tea station served with a fresh fruit display, chiavari chairs, full length linen, napkins, door host, coat check (weather permitting), wedding suite, parking, and cake service.

Pre-event services include: floor plan, menu tasting, and a dedicated Event Manager.

PACKAGE PRICE - \$152 PER PERSON

Menus and pricing are subject to change. A customary 24% service charge and 6% sales tax is additional. All entrée selections must be guaranteed two weeks prior to the event date.

1 HORS D'OEUVRES

- Colorado Lamb Chop Station with a Chef Attendant, Appetizer Sized Lamb Chops (1 per guest)
- Martini Jumbo Shrimp Cocktail Display with Cocktail Sauce and Lemon (1 per guest)
- Two Passed Appetizers from the Selections on **page 30**.

2 PASTA COURSE

- Choice of Beef Ravioli or Butternut Squash Ravioli

3 SALAD

- Choice of ONE, accompanied with freshly baked rolls and sweet butter
- TUSCAN SALAD** - Mixed Greens, Green Pepper, Cucumber, Hard Boiled Egg, Chic Peas, and Fresh Tomato Served with House Vinaigrette Dressing
- TRADITIONAL CAESAR SALAD** - Tossed Romaine Lettuce, Croutons, Parmesan Cheese, and Caesar Dressing
- POACHED PEAR SALAD (+ \$5.00 per person)** - Poached Pear on Bibb Lettuce, Gorgonzola Cheese, Raspberries, Oranges and Candied Pecans Served with Balsamic Vinaigrette

4 ENTREES

- Choose TWO Entrees to be served as ONE Duo Plate (vegetarian & vegan options automatically included). All entrees are served with Chef's selection of starch & seasonal vegetables.

HERB ROASTED CHICKEN (GF)

Marinated with Balsamic Vinegar, Dijon, Honey, Lemon and Garlic, Pan Seared and Topped with Herbed Chicken Broth

CHICKEN PICCATA

Lightly Breaded Chicken Breast Sautéed with White Wine, Butter, Lemon, with Artichokes and Capers

SALMON FILET (GF)

Roasted Salmon Served with a Capered Champagne Sauce

GRILLED HALIBUT (GF)

Served with Lemon Citrus Beurre Blanc Sauce

CHEF'S SIGNATURE CRAB CAKES

(+ \$5.00 PER PERSON)

2 Jumbo Lump Crabmeat, Blended with Peppers, Onions, Old Bay Seasoning, Eggs, and Breadcrumbs, Sautéed until Golden Brown, and Drizzled with a Chipotle Aioli and Garnished with Fresh Leeks

FILET MIGNON (GF)

Char-grilled and Topped with a Demi-glace Mushroom Sauce

BEEF WELLINGTON (+ \$5.00 PER PERSON)

Center Cut Certified Angus Tenderloin Coated with Mushroom Duxelles and Wrapped in Puff Pastry, Baked until Golden Brown. Served with a Mushroom Sauce

EGGPLANT NAPOLEON (VEGETARIAN)

Lightly Breaded Rounds of Eggplant Layered with Roasted Zucchini, Yellow Squash, Roasted Red Pepper and Sautéed Spinach Topped with a Roasted Tomato Sauce and and Shaved Parmesan, Provolone, and Swiss Cheese, Served with Linguine Pasta

GRILLED CAULIFLOWER STEAK (GF, VEGAN)

With Sea Salt, Olive Oil, Paprika and Red Pepper Flakes Served on Pinto Beans, Sautéed with Spinach, Red and Yellow Pepper

5 LATE NIGHT STATION

Choice of ONE selections on **page 28**.

6 DELUXE COFFEE STATION WITH FRESH FRUIT DISPLAY



THE PARK AVENUE BUFFET

Includes: 4.5 hours of premium bar service, strolling meal service, champagne toast for all guests, gourmet coffee & tea station, chiavari chairs, full length linen, napkins, door host, coat check (weather permitting), wedding suite, parking, and cake service.

Pre-event services include: floor plan, menu tasting, and a dedicated Event Manager.

PACKAGE PRICE - \$118 PER PERSON

Menus and pricing are subject to change. A customary 24% service charge and 6% sales tax is additional. All entrée selections must be guaranteed two weeks prior to the event date.

① HORS D'OEUVRES

THREE passed appetizers from the selections on **page 30**.

② SALAD

Choice of ONE, accompanied with freshly baked rolls and sweet butter

TUSCAN SALAD - Mixed Greens, Green Pepper, Cucumber, Hard Boiled Egg, Chic Peas, and Fresh Tomato Served with House Vinaigrette Dressing

TRADITIONAL CAESAR SALAD – Tossed Romaine Lettuce, Croutons, Parmesan Cheese, and Caesar Dressing

③ INCLUDES:

SLICED BEEF TENDERLOIN

ONE FISH ENTRÉE (SELECT ONE)

- Lightly Breaded Atlantic Cod
- Roasted Salmon with Champagne Sauce & Capers

ONE CHICKEN ENTRÉE (SELECT ONE)

- Herb Roasted Chicken
- Traditional Chicken Piccata

BUTTERNUT SQUASH RAVIOLI WITH BROWN BUTTER HERB SAUCE

ROASTED FINGERLING POTATOES

SEASONAL VEGETABLES

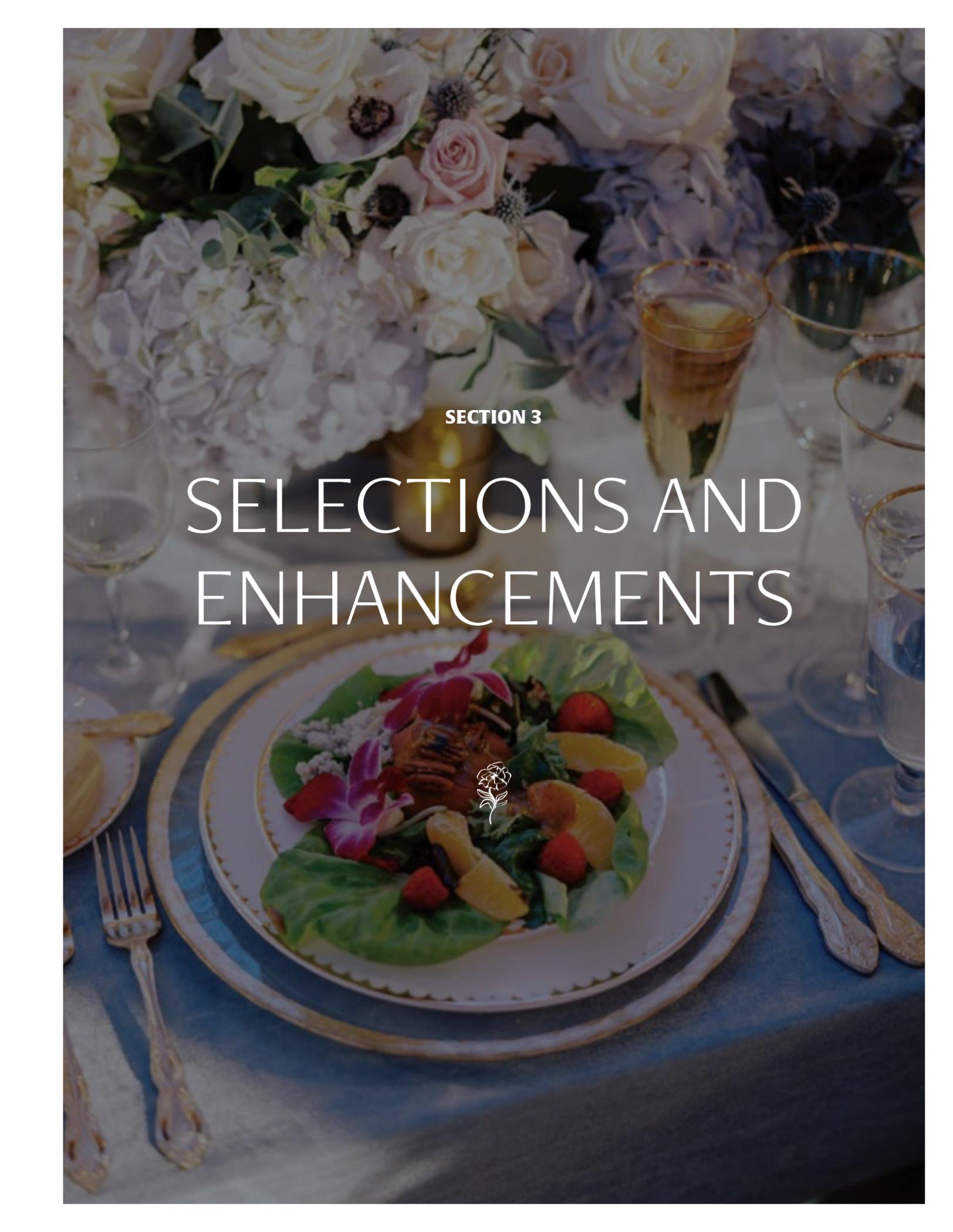
④ COFFEE & TEA STATION

⑤ DESSERTS

CARROT CAKE

CHOCOLATE MOUSSE

ASSORTED BERRIES & WHIPPED CREAM



SECTION 3

SELECTIONS AND ENHANCEMENTS





ENHANCEMENTS

MINIMUM ORDER - 75 GUESTS

APPETIZER DISPLAYS

DOMESTIC CHEESE & FRUIT DISPLAY\$12.00 PER PERSON
Select Domestic Cheese, Seasonal Fresh Fruit and Assorted Crackers

IMPORTED & DOMESTIC CHEESE & FRUIT DISPLAY\$17.00 PER PERSON
Smoked Gouda, Irish Cheddar, Manchego, Select
Domestic Cheeses, Fresh Fruit and Assorted Crackers

GOURMET VEGETABLES DISPLAY\$14.00 PER PERSON
Assorted Baby Vegetables, Grilled Asparagus, Haricot Verts,
Grilled Mushrooms, Roasted Red Peppers, Creamy Garlic Herbed Aioli

ANTIPASTO DISPLAY\$19.00 PER PERSON
Thinly Sliced Genoa Salami, Shaved Prosciutto, Pepperoni, Provolone
Cheese, Cantaloupe, Red Grapes, Marinated Artichoke Hearts, Olives,
Grilled Baby Vegetables, Roasted Almonds, Roasted Focaccia Bread

SEAFOOD DISPLAY.....\$40.00 PER PERSON
Jumbo Shrimp, Oysters, Crab Claws, Mini Bottles of Tabasco,
Cocktail Sauce, Mignonette Sauce

Total of 5 pieces per person

SALMON DISPLAY\$19.00 PER PERSON
Whole Poached Salmon, Assorted Cocktail Breads, Chopped Egg,
Chopped Red Onion, Capers and Diced Tomatoes

SHRIMP DISPLAY\$12.00 PER PERSON
Jumbo Shrimp with Cocktail Sauce

Total of 2 pieces per person

SOUP COURSE\$5.00 PER PERSON

ROASTED RED PEPPER BISQUE

TRADITIONAL ITALIAN WEDDING MINESTRONE

PASTA COURSE\$5.00 PER PERSON

BUTTERNUT SQUASH RAVIOLI WITH BROWN BUTTER SAGE SAUCE

BEEF RAVIOLI WITH TOMATO POMODORO SAUCE

*Pasta course is served individually plated with 2 pieces per person.
Grated Parmesan Cheese served on the side.*

INTERMEZZO SORBET COURSE\$4.00 PER PERSON

CHOICE OF EITHER LEMON, MANGO OR RASPBERRY



DESSERTS

MINIATURE DESSERTS

Total of 3 pieces per person

CHOICE OF THREE MINIATURES — \$10.00 PER PERSON

CHOICE OF SIX MINIATURES — \$16.00 PER PERSON

MINIATURE DESSERT SELECTIONS

- | | | | |
|-----------------------------|--------------------------|---------------------------------------|-------------------------------------|
| ■ Fruit Tart | ■ Michigan Bumpy Cake | ■ Chocolate Eclairs | ■ Triple Berry Parfait |
| ■ Key Lime Tart | ■ Cream Puffs | ■ White Chocolate & Raspberry Parfait | ■ Strawberry & Cream Parfait |
| ■ Raspberry Tart | ■ Lemon Bars | ■ Key lime Pie Parfait | ■ House Made Chocolate Chip Cookies |
| ■ Lemon Tart | ■ Cappuccino Brownies | ■ Chocolate Lover's Delight Parfait | ■ Chocolate Covered Strawberries |
| ■ Chocolate Coconut Truffle | ■ Chocolate Cannoli | | |
| | ■ Almond Vanilla Cannoli | | |

DESSERT ACTION STATIONS

SANDERS HOT FUDGE CREAM PUFF \$10.00 PER PERSON*

Includes Cream Puffs, Vanilla Bean Ice Cream, Whipped Cream, Sander's Hot Fudge Sauce

ICE CREAM BROWNIE SUNDAE BAR..... \$9.00 PER PERSON*

Includes Brownies, Vanilla Bean Ice Cream, Sander's Hot Fudge Sauce, Strawberry and Caramel Topping, Whipped Cream, Cherries, M&M's, Sprinkles, Oreos

We do NOT allow outside bakers or dessert vendors,
with the exception of the Wedding Cake

* +\$125 Chef Attendant Fee



LATE NIGHT MENU SELECTIONS

\$7.00 PER PERSON

One selection included in Grand & Versailles packages. Minimum of 50 guests for Madison package add-on.

HOME RUN SLIDER STATION

Miniature All-beef Hamburgers with and without American Cheese,
Served with Chopped Onions, Relish, Ketchup, Mustard and French Fries

DETROIT CONEY DOG STATION

All-beef Hot Dogs, All-beef Chili (without Beans), Chopped Onions,
Relish, Ketchup, Mustard and French Fries

GERMAN PRETZEL STATION

Served Warm with Zesty Dipping Sauces, Mild Cheddar Cheese,
Jalapeno Cheddar and Honey mustard Sauce

FLATBREAD PIZZA STATION

House Made Cheese, Pepperoni & Vegetable Pizzas

CHICKEN TENDERS & FRIES

Fries, Ketchup, Barbeque Sauce and Ranch Dressing

MINI DESSERTS

Select THREE from **page 26**.

CHILDREN'S MENU

\$30.00 PER CHILD 12 & UNDER

Includes cake service and soft drink package.

HAMBURGER AND FRENCH FRIES

With House Salad

CHICKEN FINGERS AND FRENCH FRIES

With House Salad



PASSED APPETIZERS

CHOOSE BELOW BASED ON SELECTED PACKAGE

HOT APPETIZERS		
BUFFALO CHICKEN SPRING ROLL	SPANAKOPITA	PROSCIUTTO & LEEK MAC N CHEESE BITES
CHICKEN SPRING ROLL WITH GINGER PLUM SAUCE	PESTO STUFFED MUSHROOMS	SHRIMP & GRIT CAKES
COCONUT CHICKEN SKEWER	COCONUT SHRIMP	SCALLOP IN BACON GF
CHEESEBURGER PUFF	MINIATURE BEEF WELLINGTON	BAKED BRIE & RASPBERRY BITE
ITALIAN SAUSAGE EN CROUTE	GINGER CHICKEN DUMPLING	BRIE & PEAR PHYLLO PURSE
BLACK PEPPER PORK & CHIVE SHAO MAI	TANDOORI CHICKEN SKEWER	SPINACH PESTO PUFF
LOADED POTATO SPRING ROLL	HONEY SRIRACHA CHICKEN MEATBALL	WILD MUSHROOM ARANCINI
CRAB RANGOON	CHICKEN MASCARPONE RAVIOLI	MINIATURE CHICKEN WELLINGTON
SPINACH & BRIE WONTON	SPICY ITALIAN FLATINI	MINIATURE CRAB CAKES
ARTICHOKE BEIGNET	CANDIED BACON PORK BELLY GF	IMPOSSIBLE MEATBALL WITH SWEET AND SOUR SAUCE VEGAN

COLD APPETIZERS		
CUCUMBERS & HICKORY SMOKED SALMON GF	ROASTED VEGETABLE DIP WITH TOASTED PITA POINTS	CAPRESE SKEWER GF
CROSTINI WITH BOURSIN CHEESE & SLICED TENDERLOIN	PROSCIUTTO & FONTINELLA CHEESE WRAPPED ASPARAGUS GF	GOAT CHEESE PISTACHIO WRAPPED GRAPES GF
CREAM CHEESE & CHIVE CHERRY TOMATO GF	ROULADE OF TENDERLOIN WITH WILD MUSHROOM CREAM CHEESE GF	JUMBO SHRIMP COCKTAIL GF



STANDARD PREMIUM BAR

WINE

DARK HORSE: CABERNET SAUVIGNON, PINOT NOIR, CHARDONNAY AND SAUVIGNON BLANC
ARTE LATINO: CAVA BRUT CHAMPAGNE

BEER

BUD LIGHT, LABATTS, CORONA, MICHELOB ULTRA, STELLA ARTOIS AND O'DOULS

VODKA

TITOS, KETEL ONE

BOURBON

BULLEIT BOURBON, MAKER'S MARK

WHISKEY

JACK DANIEL'S, CROWN ROYAL

SCOTCH

JOHNNY WALKER BLACK

GIN

BOMBAY, HENDRICK'S

TEQUILA

TRES AGAVE

RUM

BACARDI, CAPTAIN MORGAN

LIQUEURS

TRIPLE SEC, PEACH SCHNAPPS, BAILEY'S IRISH CREAM, KAHLUA

COGNAC

HENNESSY VS

CRAFT BEER & SELTZER PACKAGE — \$7.00 PER PERSON

BELL'S TWO HEARTED, BLUE MOON BELGIAN WHITE,
ATWATER DIRTY BLONDE, ASSORTED WHITE CLAW FLAVORS

30 MINUTES OF ADDITIONAL BAR TIME — \$5.00 PER PERSON

MAXIMUM BAR TIME: 5 HOURS



BAR ADD-ON'S & UPGRADES

*For wine pours with dinner, please choose one red and one white to be offered to guests tableside.
Includes 1 glass per person.*

HOUSE WINE POUR WITH DINNER

DARK HORSE - Cabernet Sauvignon, Pinot Noir, Chardonnay, Sauvignon Blanc

Wine Pour with Dinner Service **\$4.00 PER PERSON**

MID-TIER WINE

SEA SUN - Chardonnay and Pinot Noir

13 CELSIUS - Sauvignon Blanc

BONANZA - Cabernet Sauvignon

Wine Pour with Dinner Service **\$7.00 PER PERSON**

Upgrade Wines on Bar **\$7.00 PER PERSON**

Bar Upgrade + Wine Pour with Dinner Service **\$13.00 PER PERSON**

TOP-TIER WINE

DECOY - Cabernet Sauvignon, Pinot Noir, Chardonnay, Sauvignon Blanc

Wine Pour with Dinner Service **\$10.00 PER PERSON**

Upgrade Wines on Bar **\$10.00 PER PERSON**

Bar Upgrade + Wine Pour with Dinner Service **\$18.00 PER PERSON**

SIGNATURE DRINKS

- All ingredients of your signature drink must be included in the bar package, otherwise additional fees may apply
- No muddling or rimmed cocktails
- Couples are responsible for providing a sign for each bar
- \$150 Labor Fee applies if drinks are passed

BARTENDER LABOR

- 1 bartender per 100 guests, up to (2) Bartenders
- 3rd bartender included for groups of 200 or more for cocktail hour ONLY
- Colony Club only: Third bar can be added to ballroom for an additional \$500 labor fee
- Gem only: Third bartender can be added for an additional \$500 labor fee

ADDITIONAL BAR INFORMATION

- Shots of alcohol are NOT available for consumption
- There are NO SUBSTITUTIONS to the Bar Packages
- All special requests are subject to bottle or case pricing
- All special orders must be made at least four weeks prior to the date of the event
- All liquor provided in packages are subject to change
- NO ALCOHOL allowed off premise



SECTION 4

POLICIES AND VENDORS





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 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. The following policies are incorporated into your contract.

LATE PAYMENTS

Any payments made less than 7 days prior to the date of the event: \$500 Late Fee Applies. \$200 will be added for each additional day it is late. Do NOT put any late payments in the mail the week prior to your event date. We must have payment in FULL, 24 hours prior to the event to move forward with your event.

NO CANCELLATION POLICY

If the event is canceled 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 & Colony Club will be the sole provider of food and beverage service, with the exception of wedding cakes (which may be provided by an outside vendor) and a limited number of kosher meals. The Gem Theatre & Colony Club 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 and a vegan option, for the Madison Package and one dinner duo entrée, plus a vegetarian and a vegan option, for the Grand Package.

CHARGERS

If a client brings in chargers, we charge a labor fee of \$1.00 per person for set up, removal and packing of chargers. Plastic chargers are not heat-resistant and MUST be removed after salad course. Glass or Metal chargers are removed after entrée service.

GUARANTEES

Wedding package and entree selections must be determined six months prior to the wedding date. Guaranteed guest count is due 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. Guest count on confirmed contract can only drop by up to 20%.

TASTING

Upon receipt of the initial deposit, one complimentary tasting is offered for up to two people hosted at the Gem Theatre. Up to 4 additional guests are permitted at an additional \$60 per person. Please reach out to your sales manager for the current available tasting dates and to fill out the tasting reservation form. Tasting dates are during the week, based on venue availability and are only open to couples using one of our packages. Alternative Tasting dates are not available. Couples 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. Once the room is set, a \$500 reset charge will be owed for client's modifications to the setup should changes be requested after the set has been completed.

ACCESS ON DAY OF EVENT

The venue is available to the host and vendors up to 3 hours before the event start time 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. All events are limited to the use of the contracted rooms. Access to other areas of the building are strictly prohibited.

COLONY CLUB 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 unless otherwise contracted. 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. Both ballrooms can be bought out with an additional rental fee of \$5,500 (buyout fee does not go toward minimum spend). Once the ballroom buy-out is added to your contract, it can not be removed.
- 1st Floor Lobby Rooms are exclusively used by 3rd Floor weddings unless stated in a contract.



EVENT POLICIES (cont.)

WAIVER OF LIABILITY OF PERSONAL PROPERTY DAMAGE OR LOSS

The contracted party, contracted vendor, guest or any agent of the contracted party, fully acknowledges that any personal property or décor items brought into the Gem Theatre or Colony Club agrees to the following: ALL personal property, purses, gifts, gift cards, electronics, sunglasses and clothing but not limited to, or décor items, vases, pictures, glassware or mirrors brought into either venue are the sole responsibility of the contracted party. The set-up, display, and tear down of any décor items are the responsibility of the contracted party. If any employee of the Gem Theatre or Colony Club graciously assists the contracted party with any décor items or personal items, under no condition is the company or its employees responsible for any damage or loss of those items.

SECURITY DEPOSIT

The \$500 Security Deposit is returned in full two weeks after the date of your event, pending there is no damage caused to the property during your event and/or any additional fees have been incurred.

DÉCOR

- The Forbes Hospitality Events staff **WILL SET-UP** the following client provided items:
 - Escort cards (must be delivered in alphabetical order and assembled)
 - Gift table (envelope box and guest book)
 - Specialty linen & chargers (all specialty linen & chargers **MUST** be delivered 48 hrs. prior to the event day.
- Forbes Hospitality Events staff **WILL NOT SET-UP NOR BREAKDOWN** the following items and are the responsibility of the contracted party.
 - Memorial tables
 - Family photos
 - Signage
 - Favors
 - Ceremony décor (nor move items to a secondary location)
 - Centerpieces
 - Photo booths
 - Candles, votives and hurricanes
 - Specialty linen install (including any bustling or ties, chairs sashes or specialized napkin folds)
 - Any additional specialty items

CANDLES

- You are welcome to bring in up to (3) candles per table
- All candles must be contained in glass. We do not allow tapers (unless they are battery operated.)

UP LIGHTING

- Each venue offers additional lighting packages that can be added on to your contract
- We do NOT allow outside vendors to provide

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.

GIFTS & PERSONAL ITEMS

We are 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.

DRESSING ROOMS/SUITES

- All dressing rooms and suites are able to lock, your venue manager will have a key. In addition, there is a hotel style safe in each room. Keeping rooms locked and the use of the safe is recommended and is the responsibility of the contracted party.
- Use of the dressing rooms and suites are exclusively used prior to and immediately following a ceremony, or the first hour of the reception. After this time, dressing rooms and suites are locked for security reasons and will not be made available to guests.

CEREMONY

A ceremony fee applies to all venues. All ceremonies are immediately followed by the reception. Additional labor fees will apply for ceremonies longer than 30 minutes. Bands MUST be pre-set prior to a ceremony. We DO NOT ALLOW glass, water, or candles lining a ceremony aisle.

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. We do not host rehearsals on a day that is contracted for another event.

TAXES AND GRATUITIES

All food & beverage are subject to 6% sales tax and 24% service charge.

CONDUCT OF EVENT

The Gem Theatre & Colony Club reserve the right to refuse booking events, which at its sole discretion are considered inappropriate. The client agrees to be responsible for any damage to the premises charged to the client and/or authorized event representative.

The Gem Theater & Colony Club are 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 & Colony Club reserve the 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 our policy to require proper identification from younger adults prior to serving alcohol. If a guest does not have identification, we reserve the right to refuse service.

PERFORMANCE

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

EVENT POLICIES (cont.)

SMOKING POLICY

Smoking is prohibited in all areas of both Colony Club and the Gem Theatre buildings. Smoking is allowed outside.

GEM 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.

We do not offer valet.

COLONY CLUB PARKING

Parking is conveniently located in the Comerica Garage. We will provide your group a 4-digit pin number, which can be printed on to an invitation. We suggest a written description of parking instructions are included with your wedding invitation mailing.

We do not offer 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 & 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 to nor any claim to damages against the Gem Theatre & Colony Club. In addition, the client will receive no refund.

ESCORT CARDS

Escort cards are REQUIRED for all weddings with multiple entrée selections. Hosts must provide an escort card for all guests. Each escort card must have the guest's name, table number and symbol indicating their entrée selection.

B=Beef, C=Chicken, F=Fish, V=Vegetarian, VEGAN = Vegan, & K=Kid.

STANDARD LABOR GUIDELINES

INCLUDED IN ALL PACKAGES

- One venue manager per function
- One bartender per 100 guests, up to (2) bartenders
- 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.

ALCOHOL SERVICE

Shots of alcohol are not available for consumption. In accordance with the State of Michigan liquor laws, beer and liquor cannot be brought into the facility. No coolers are allowed in with the Bridal Party.

Specialty wine may be provided by the client and will be charged a \$25 corkage fee per bottle. Any wine provided by the client must be stated in the contract and must not go above one case or 12 bottles. No alcohol favors are allowed under any circumstances. Any uncontracted alcohol brought into the facility will be confiscated and discarded by the Gem Theatre & Colony Club staff.

If a guest does not have proper identification, the staff reserves the right to refuse service.

END OF EVENING PROCEDURES

Once your event time has concluded per 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 events contracted end time. The Gem Theatre & Colony Club are 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 deducted from the Security deposit.

FLOOR PLANS

Sample floor plans are available on our web site. We are happy to provide one customized floor plan upon request.

SPECIAL MEALS & LIGHTING PACKAGES

SPECIAL MEALS

DIETARY CONCERNS

- **NUTS:** Our kitchen does not cook with any nut oils. Some of our appetizers, salads and desserts do contain nuts.
- **GLUTEN FREE:** Gluten free entrees are indicated on each menu package. All potatoes, vegetables and sauces are also gluten free.
- **HALAL:** Chicken & beef entrees are Halal.

GEM THEATRE ARCHITECTURAL UP LIGHTING

Our lighting package is available for \$500 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, as well as the Twinkle Light backdrop.

We do not allow outside vendors or DJ's to provide Up Lighting.

COLONY CLUB 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. We do not allow outside vendors or DJ's to provide Up Lighting.

MONOGRAMMED GOBO SPOT LIGHT

A spot light with your custom Edwardian font style monogram will be 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.

VENDOR POLICIES

- Vendors are allowed in the facility up to 3 hours before the contracted start time 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 Avenue.
- At Colony Club, vendors MUST USE the freight elevator ONLY.
- At Colony Club, vendors cannot park in Lot A next to the building unless their truck or trailer do not fit in the Comerica Garage.
- At Colony Club, all parking is located in the Comerica 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

- A chicken entrée will be available for vendors at a cost of \$50.00 per person. Vegetarian or vegan entrées are available upon request.
- Pricing includes soft drinks & parking.
- The host must include all vendor entrée selections with their final count one week prior to the date of the event.
- All vendors are served after guests. There are no exceptions.



SECTION 5

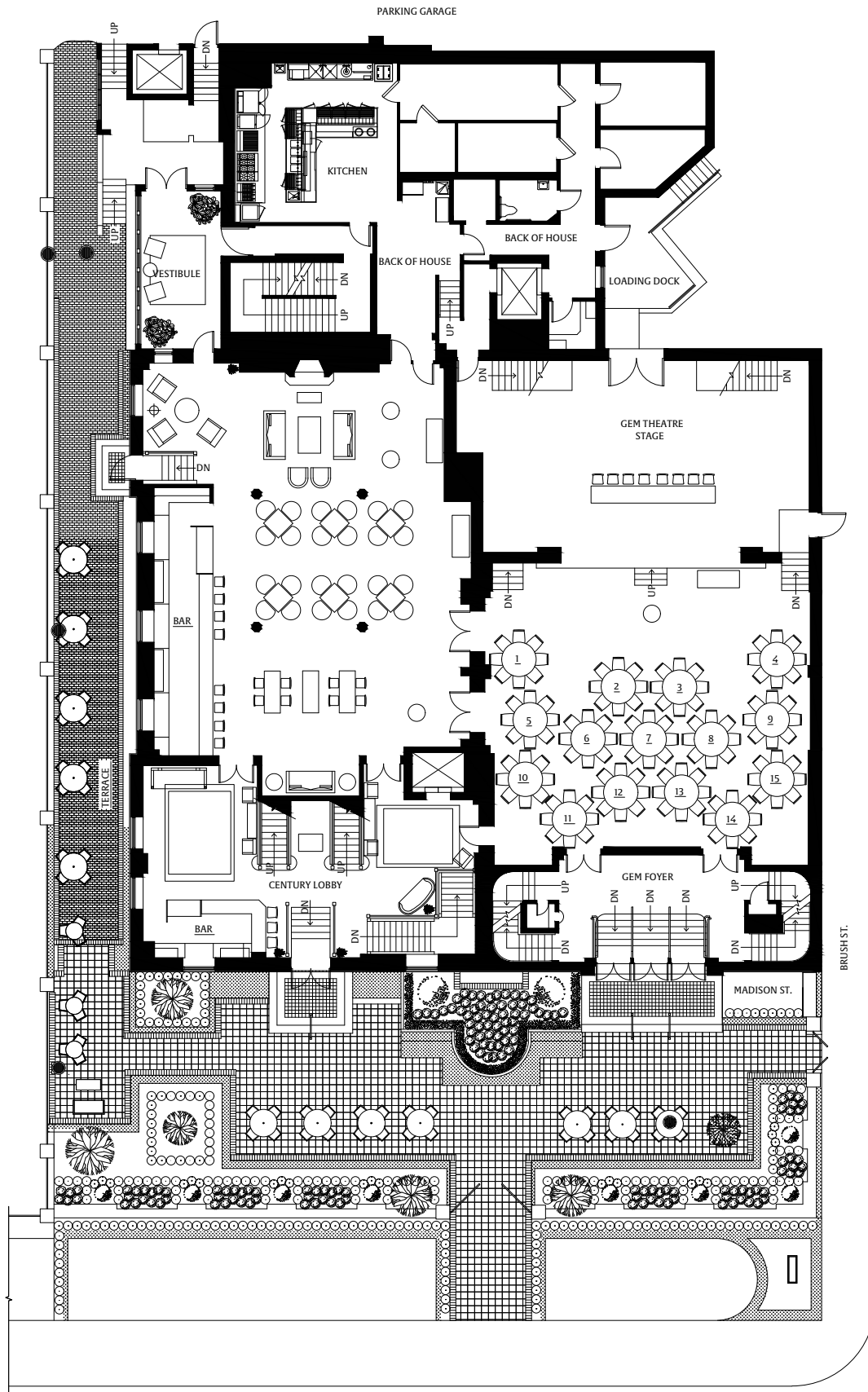
FLOORPLANS





GEM THEATRE — GEM THEATRE DINING

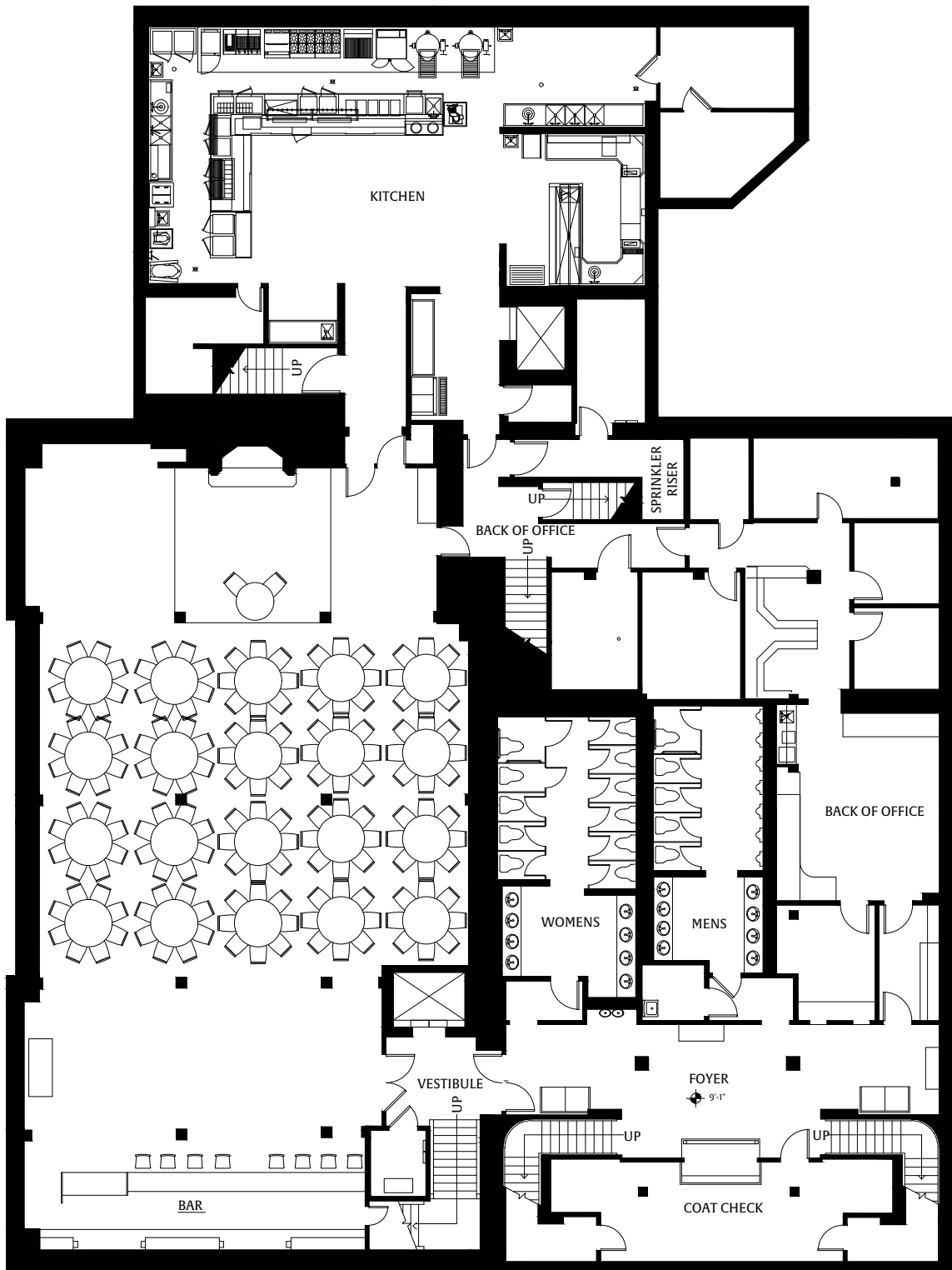
FORBES WEDDINGS



GEM THEATRE — CENTURY DINING ROOM



FORBES WEDDINGS



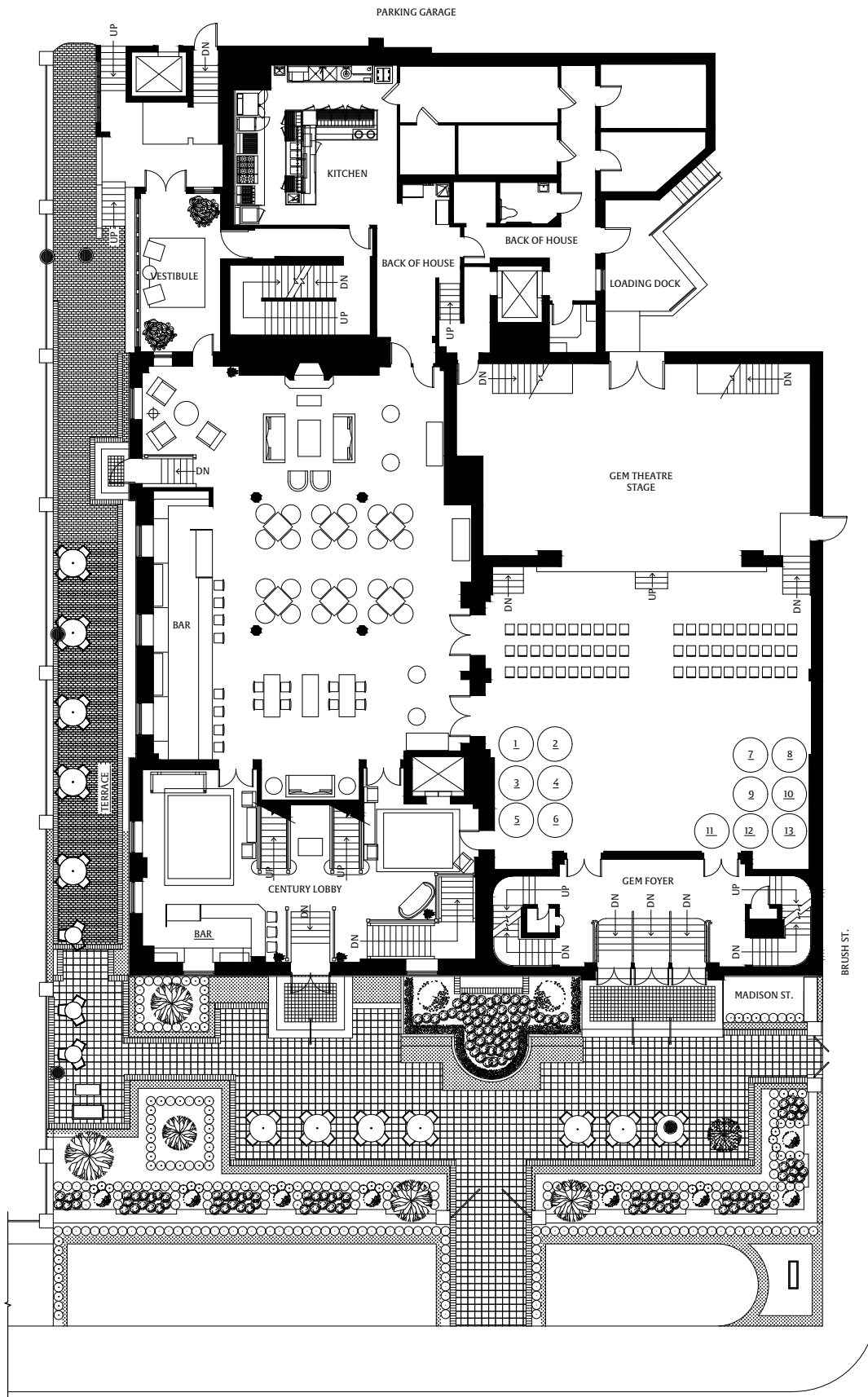
BRUSH ST.

MADISON ST.



GEM THEATRE — GEM THEATRE CEREMONY SET

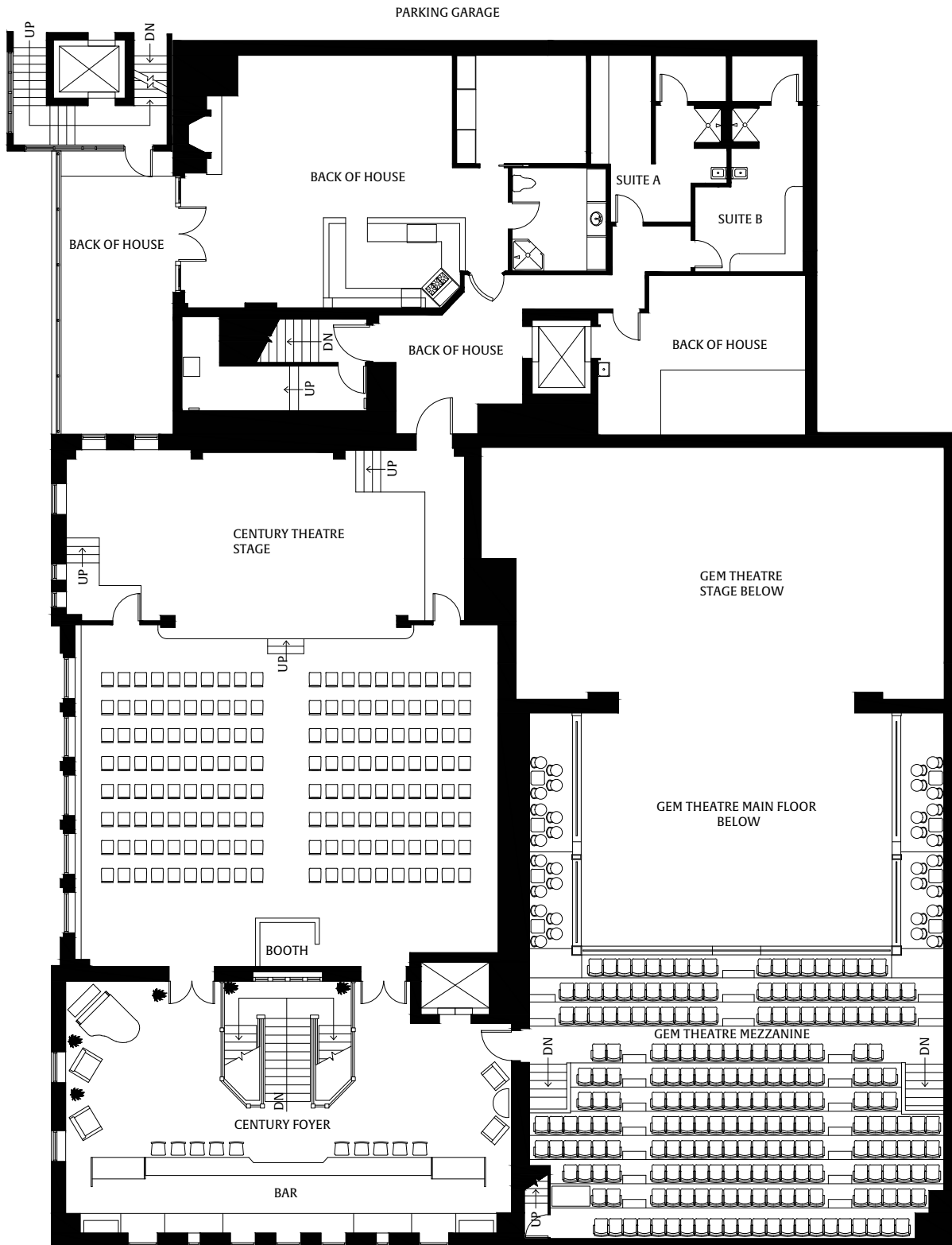
FORBES WEDDINGS



GEM THEATRE — CENTURY THEATRE CEREMONY SET



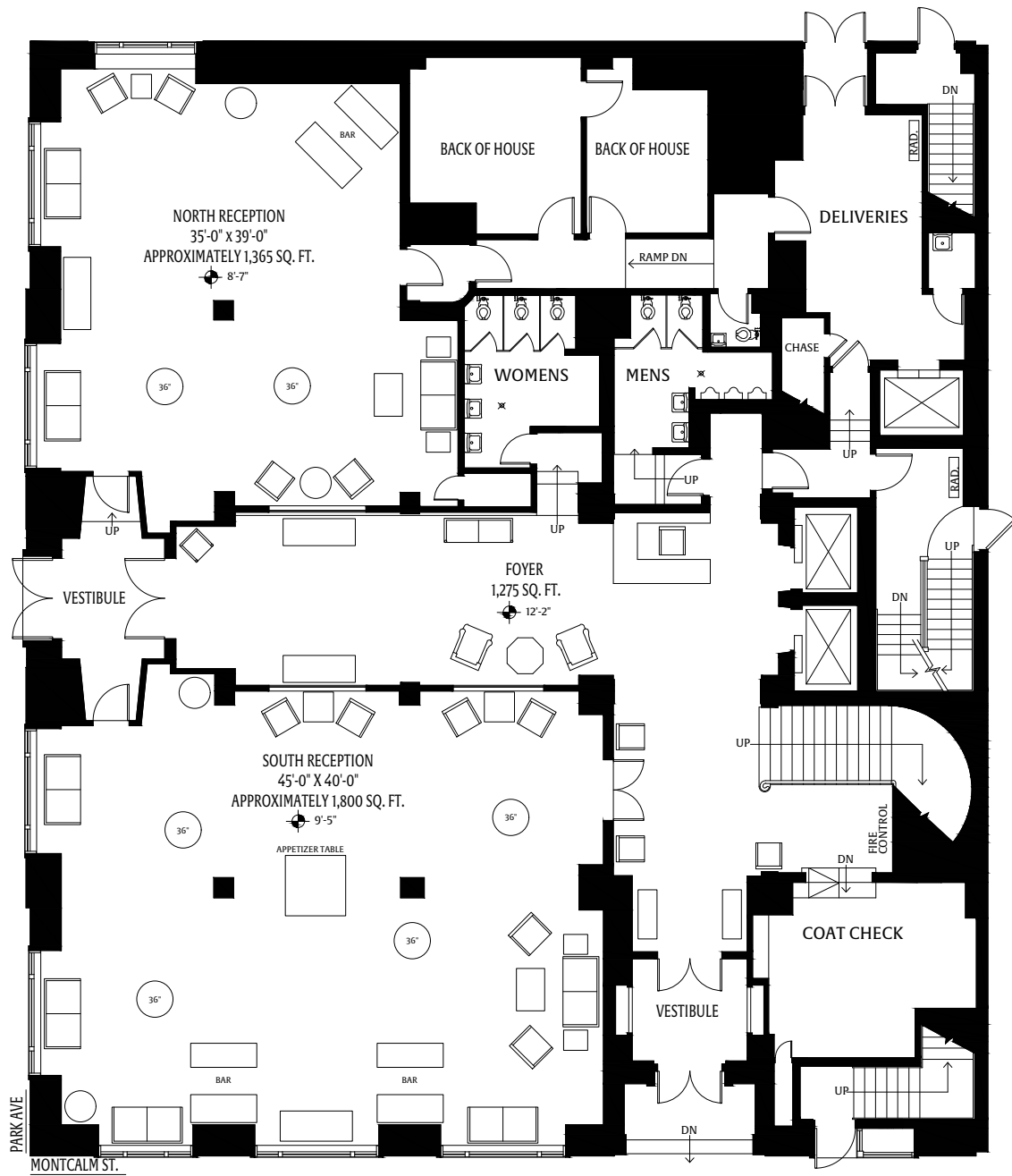
FORBES WEDDINGS

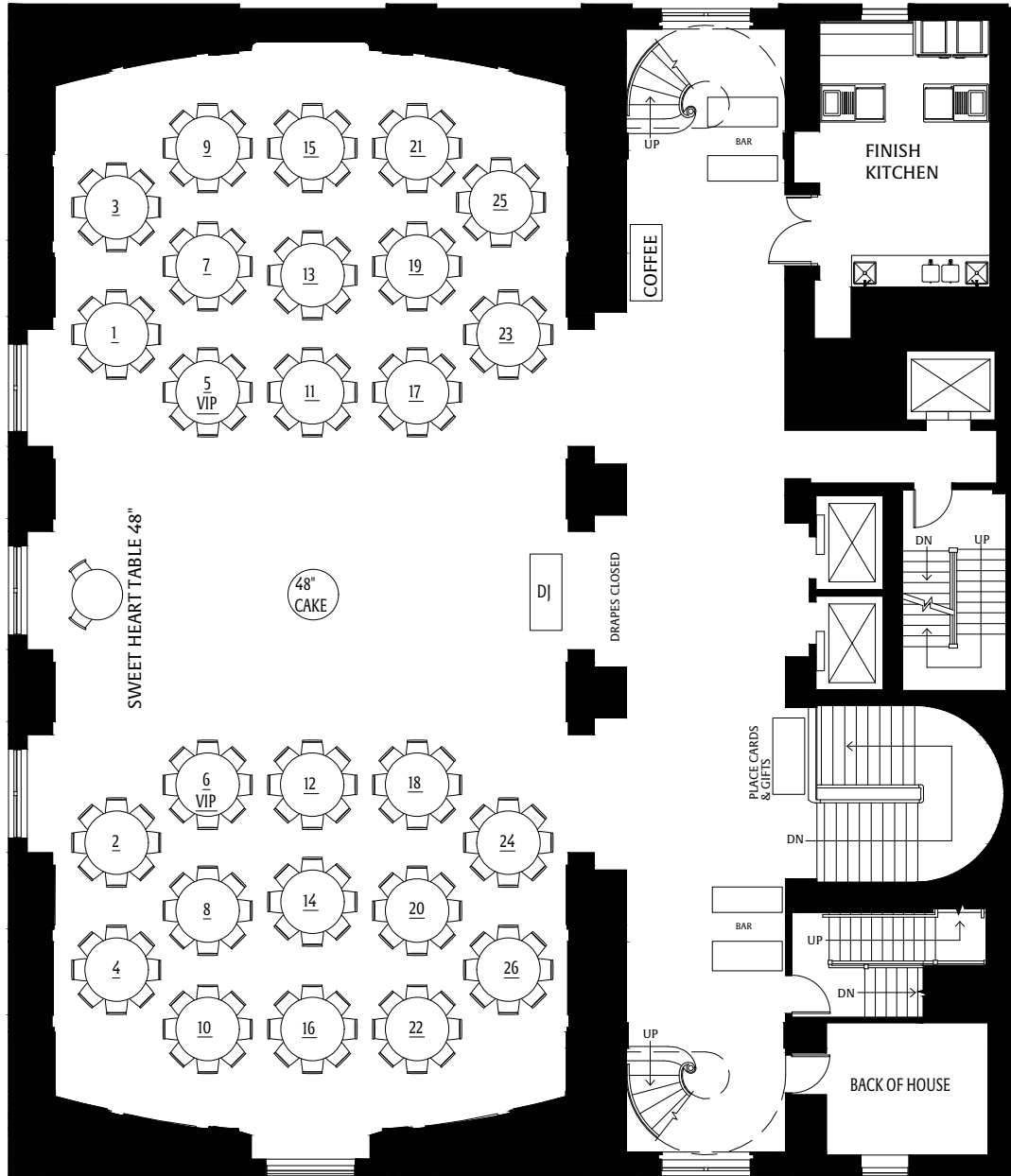




COLONY CLUB — MONTCALM & PARK AVENUE ROOMS

FORBES WEDDINGS

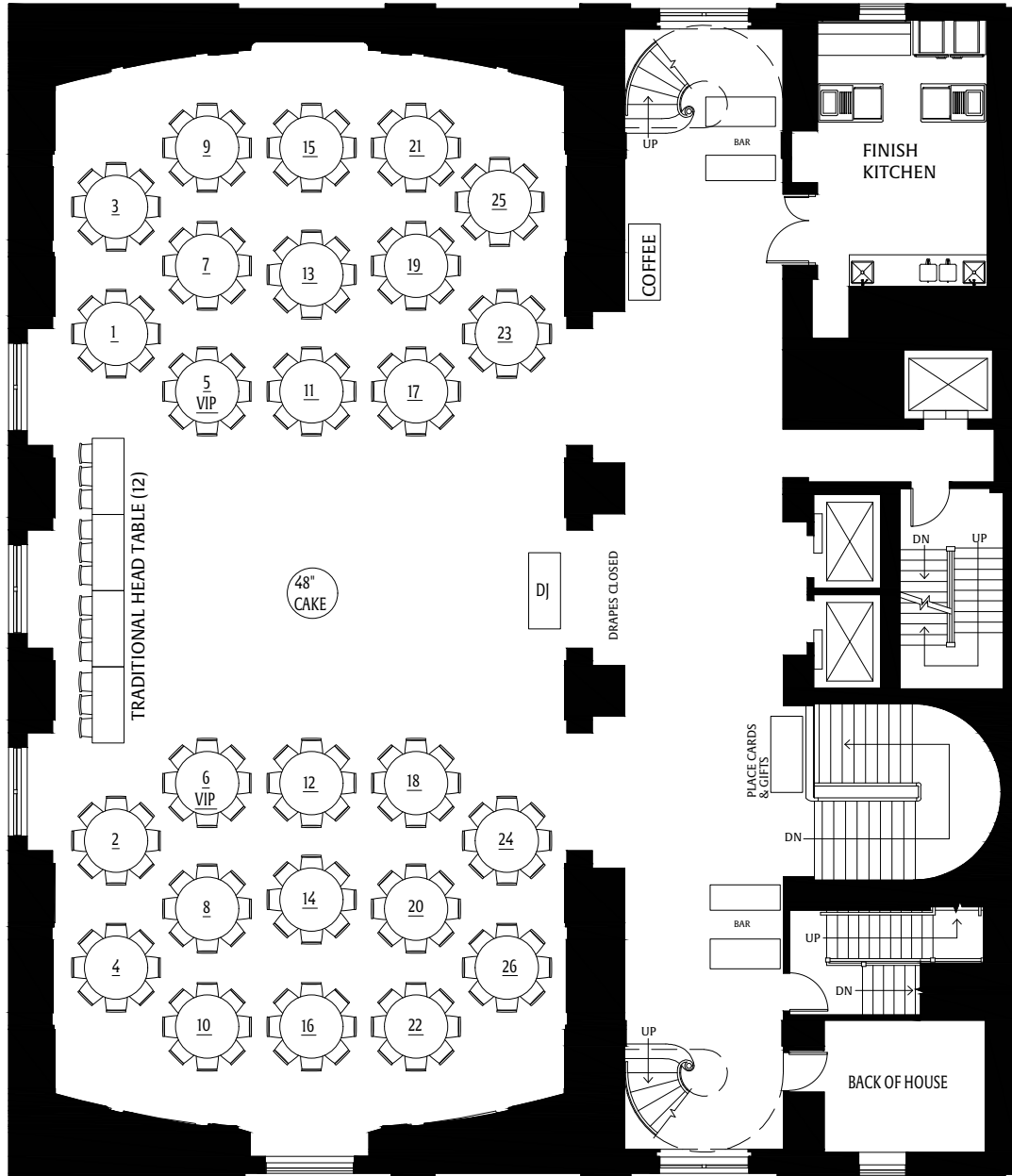






COLONY CLUB — GRAND BALLROOM | Center Set Traditional Head Table

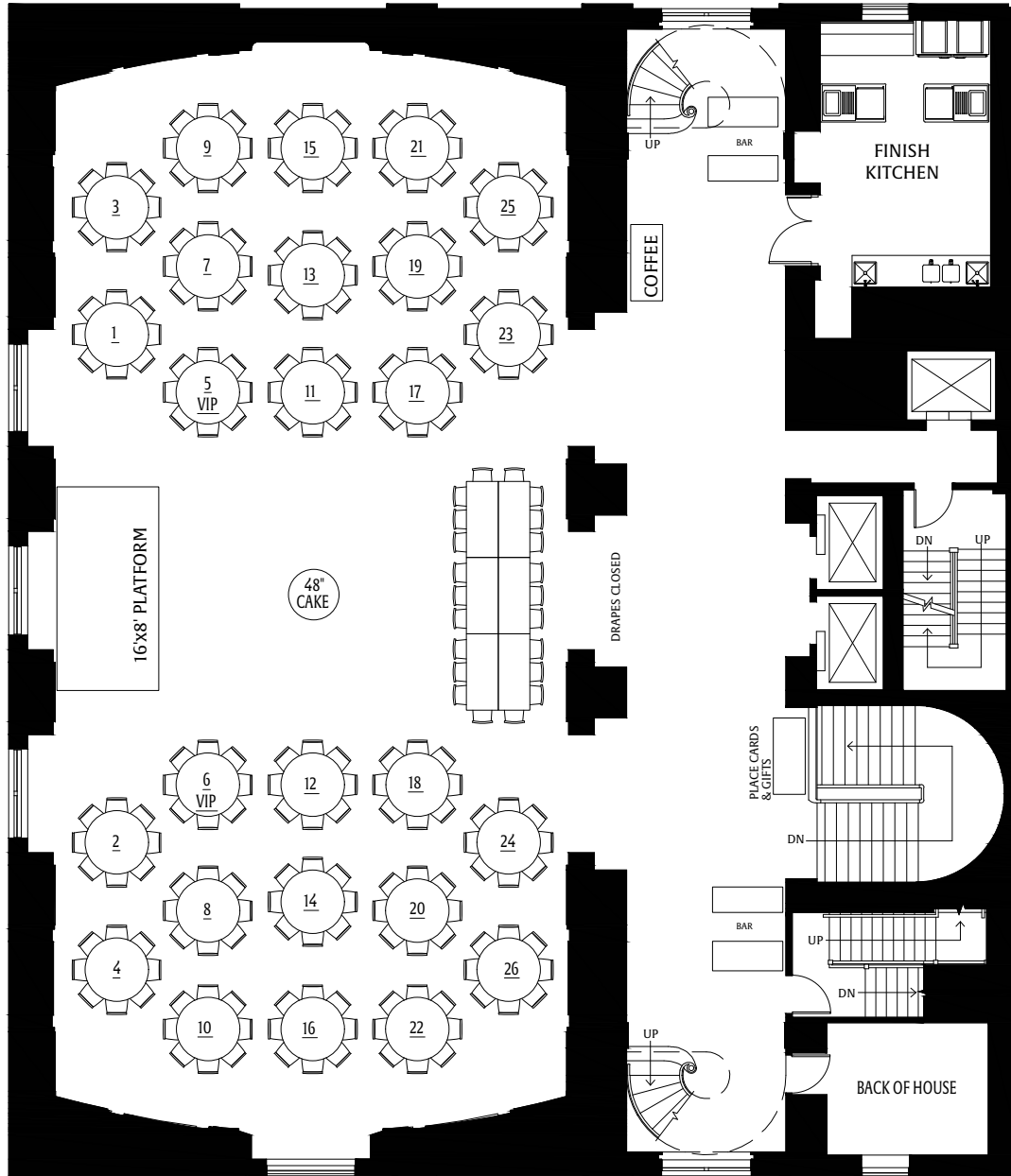
FORBES WEDDINGS



COLONY CLUB — GRAND BALLROOM | Center Set Captain's Table



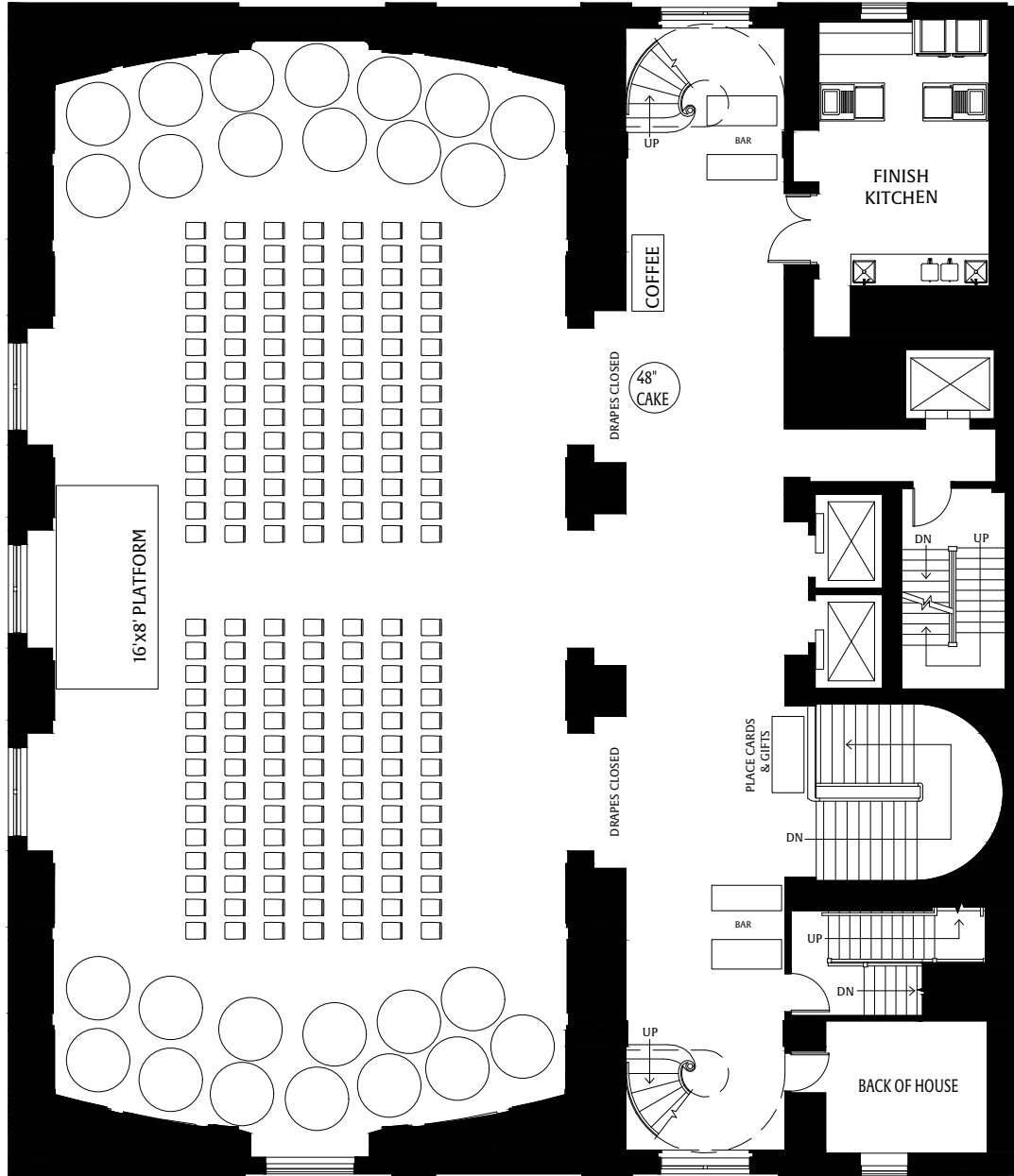
FORBES WEDDINGS

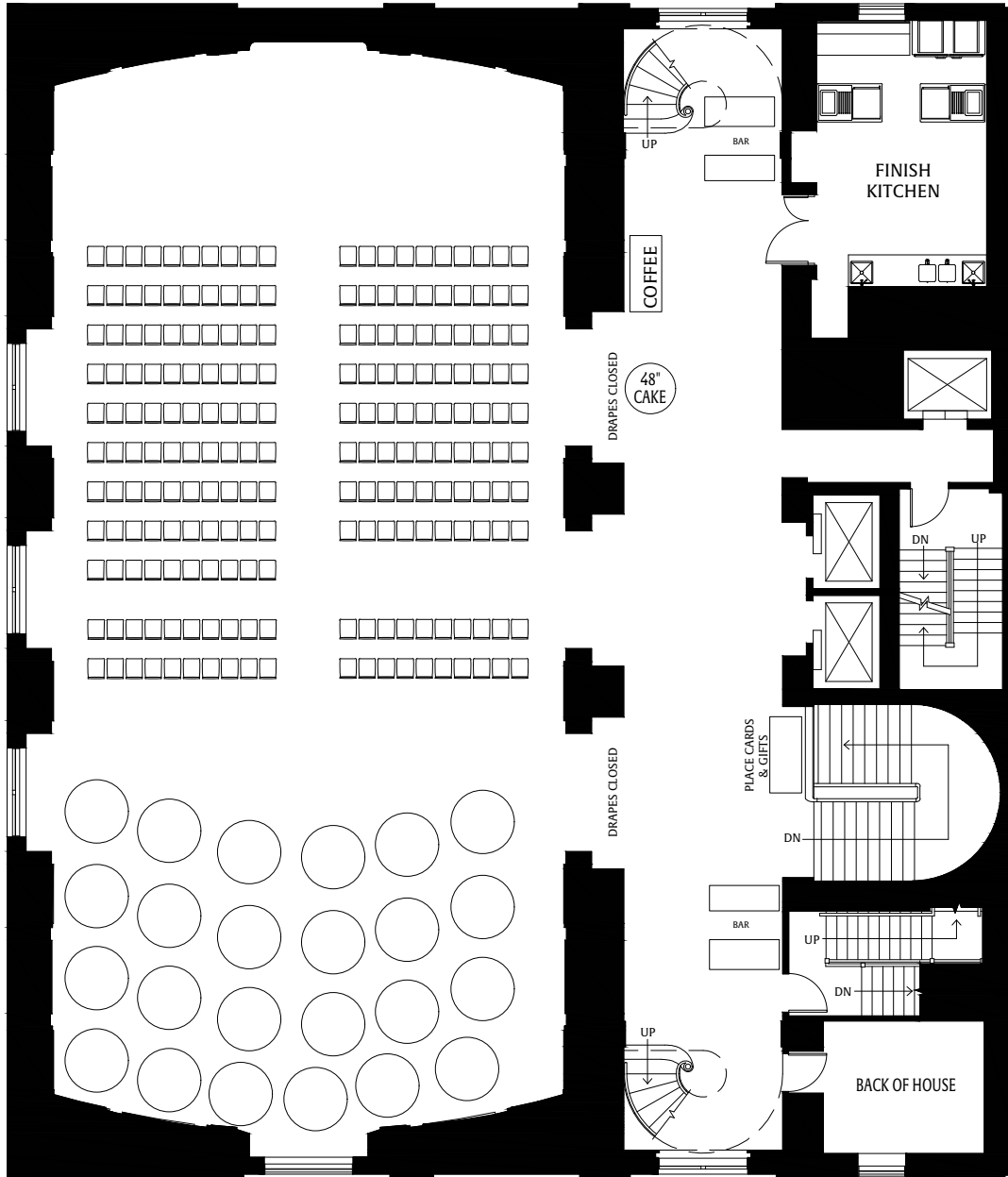




COLONY CLUB — GRAND BALLROOM | Center Set Ceremony

FORBES WEDDINGS

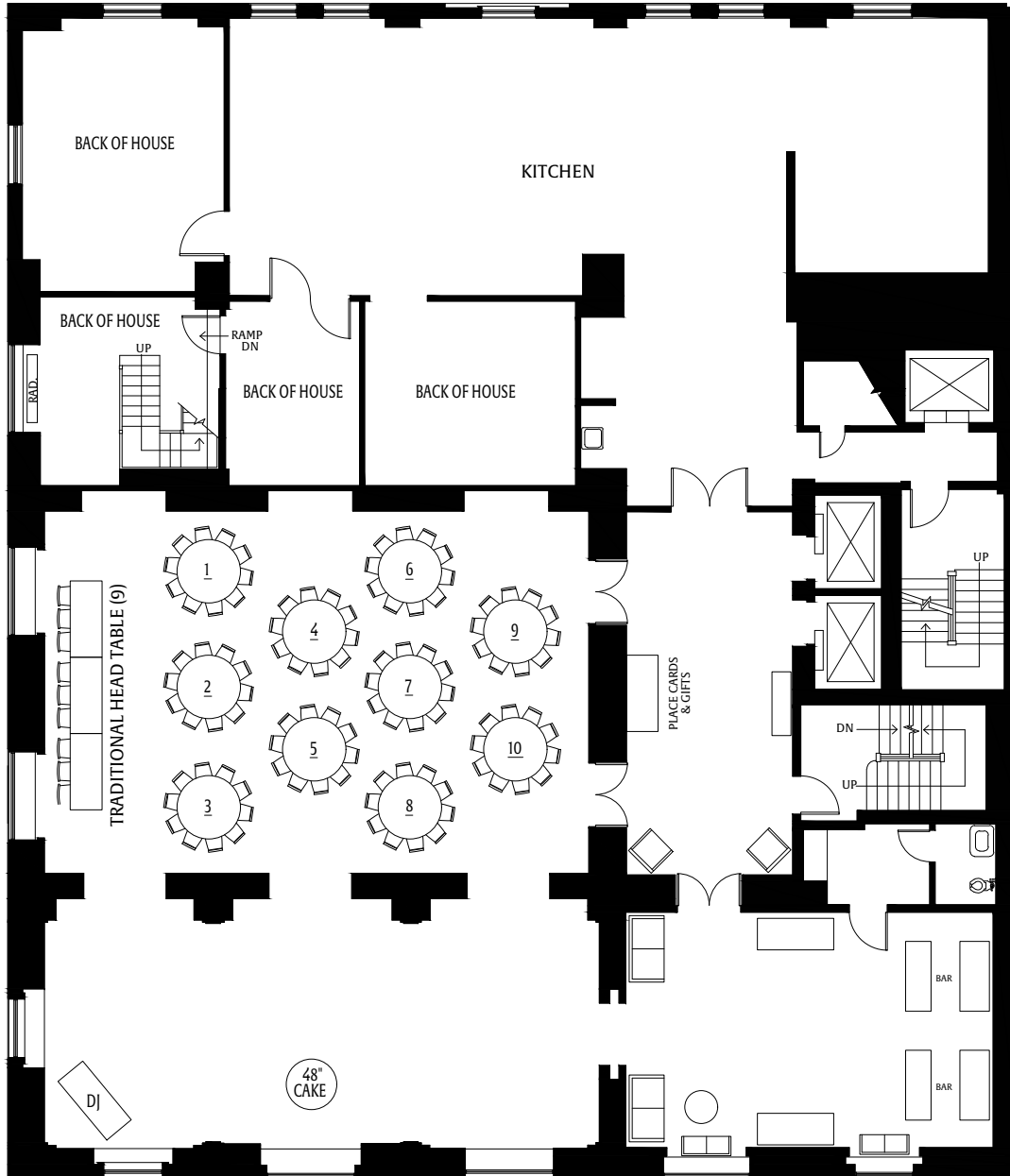






COLONY CLUB — PETITE BALLROOM | Wedding Reception

FORBES WEDDINGS



COLONY CLUB — PETITE BALLROOM | Wedding Ceremony & Reception



FORBES WEDDINGS

