

VENUE RENTAL INFORMATION

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PRICE LIST

Monday-Thursday | \$4,500

Friday and Sunday | \$6,500

Saturday | \$8,500

PUBLIC EVENTS & HOLIDAY RATES:

Monday-Sunday | \$10,500



THE CADRE BUILDING

Located in the heart of Downtown Memphis, The Cadre Building is the opportune venue to accommodate local and destination events. The building's historic charm and elegance make The Cadre perfect for events of all types. Our unique space consists of three different levels: the ballroom, landing, and mezzanine. These beautiful areas are ideal for wedding ceremonies and receptions, corporate cocktail events, luncheons, rehearsal dinners, social gatherings, proms and formals, fashion shows, non-profit events, concerts, and more.

149 MONROE AVENUE
MEMPHIS TN 38103

POLICIES

DEPOSITS/PAYMENTS

YOUR DATE IS NOT CONFIRMED UNTIL DEPOSIT, SIGNED CONTRACT, AND CREDIT CARD ON FILE ARE RECEIVED.

A 50% deposit is required to reserve your date and is payable upon signing the contract. The remaining venue balance will be due (30) days before the client's scheduled use of the building. A 3% convenience fee is added to credit card transactions.

CATERING

The catering company you select must be licensed and supply us with their catering license, proof of insurance, and health score 30 days prior to your event. Catering must be full-service. No drop off catering allowed.

ALCOHOL

A variety of bar packages are available through The Cadre. All alcohol must be provided and served by The Cadre Building. There will be a 22% service charge applied to all bar package options. The 9.75% State Sales Tax has already been included in The Cadre bar package options.

BARTENDERS

The Cadre Building only hires friendly and knowledgeable TABC certified bartenders to work our events.

We require (2) bartenders for the first (100) guests. Beyond 100 guests we customize your bartender count based on the number of bar fronts you will be utilizing.

Bartenders are paid \$225 per event.

EVENT DURATION

Your event day will consist of ten hours: five hours for vendor set-up and the use of our getting ready spaces, and five hours for your event time. We allow vendors an hour and a half for clean-up and item removal. If you are hosting a wedding ceremony at The Cadre, you will be allotted an hour of rehearsal time the week of your wedding to be scheduled with our event manager. Overtime charges will be billed in one hour increments and assessed at \$350 per hour.

CAPACITY

The Cadre can accommodate up to 1,000 people. Our best fit is between 150-750 guests.

PARKING

We are surrounded by parking garages in the Downtown area. We recommend the One Commerce Parking Garage at 120 Union Avenue Memphis, TN 38103. If you purchase pre-paid parking passes through us, this is the garage we utilize. We recommend relaying parking information to your guests by word of mouth, save-the-dates, and event website.

SECURITY

Security is mandatory for each event and shall be booked by The Cadre at the expense of the client. Security guards are \$225 each. For weddings and receptions of 300 guests and under, one guard is required. For larger guest counts, public events, and school group events additional security will be required. Guards will be present from the beginning of the event until the last guest leaves.

VENUE RENTAL INCLUDES

Three levels of event space: Ballroom, Landing, and Mezzanine

(300) Gold chivari chairs with ivory pads

(13) 30" Bistro tables

(2) 48" Round tables

(25) 60" Round tables

(4) 8 foot and (4) 6 foot tables

(2) Crescent Tables

(1) Gold console sign in table

Black Poly or Ivory Crinkle Table Linens (floor length)

(10) Interior column up-lights

(6) Bar Fronts

On-Site Event Manager (coordination fees not included)

Wireless internet service

Bride's Room

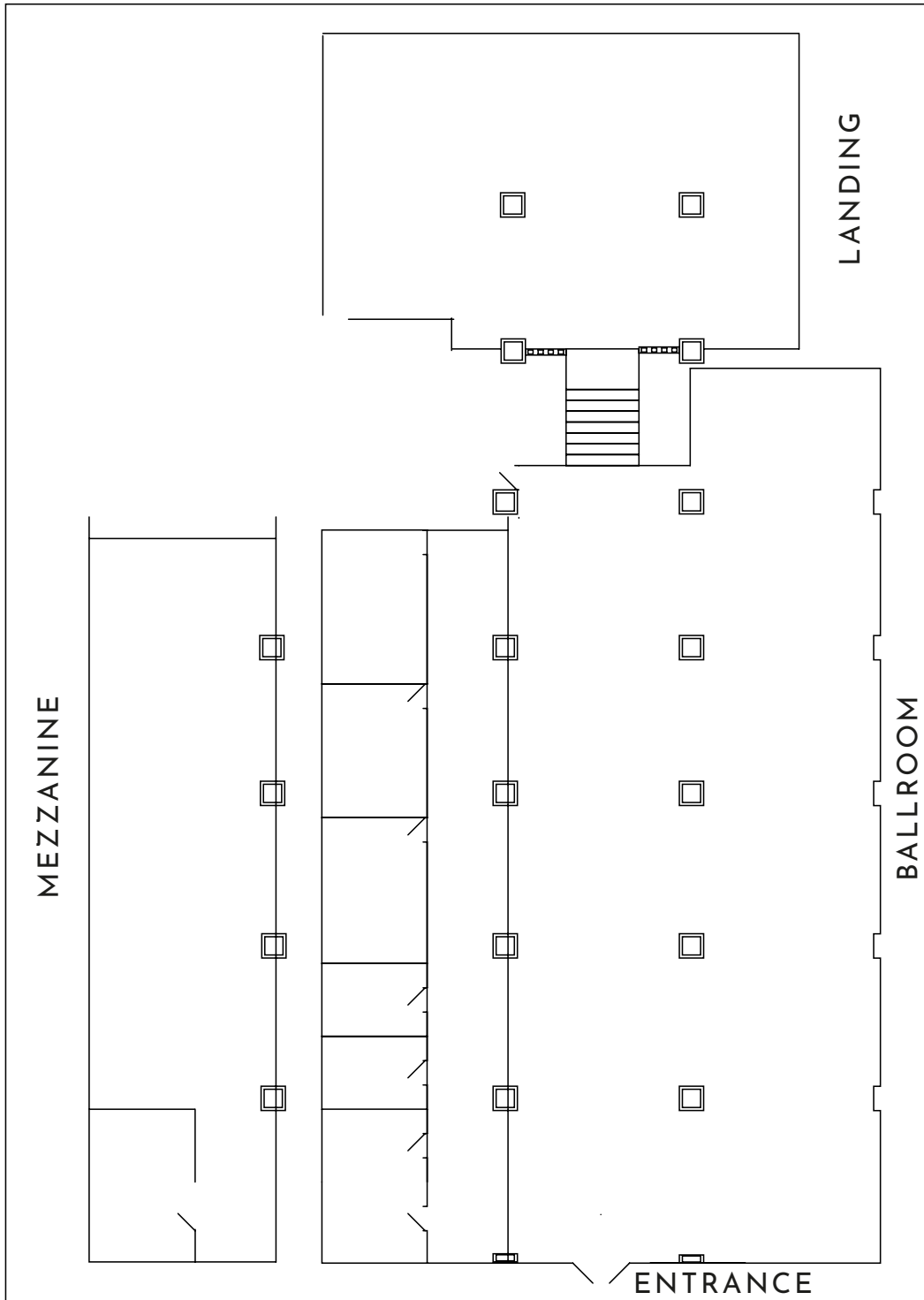
Green Room for the band or DJ

Exclusive access for bridal and engagement portraits

Set up, breakdown, and clean-up (pre and post event)

Set up and breakdown applies to items listed above.

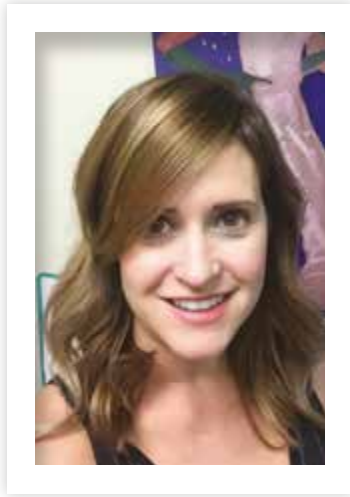
Labor fees apply to outside rentals. All outside rental orders must be placed through The Cadre Building. We work with White Door Events and Mahaffey Tent & Event Rentals.



We can customize our floor plan to best accommodate your event.

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MEMPHIS TN 38103

MEET YOUR CADRE TEAM

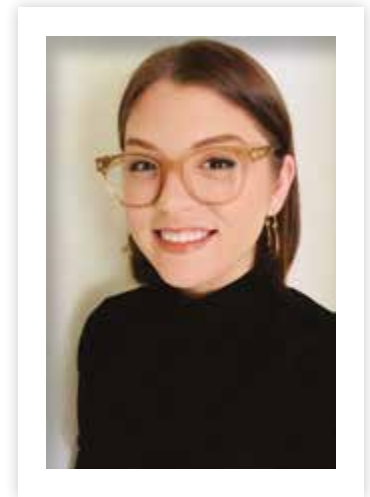


BETSY MCKAY
Director of Sales

Betsy has been the Director of Sales for The Cadre Building since January of 2014. She is your first point of contact and handles the sales and advertising processes for the building and leads site visits of the space. Betsy walks clients through the online reservation system, handles all bar and rentals quotes, and is in charge of client billing and anything financial.

HANNAH REASONS
Events & Social Media Manager

Hannah has been with The Cadre Building since June of 2021. She works with clients four to six weeks prior to their scheduled event date on final details and creating their venue layout. On event day, Hannah serves as the point person for the building to ensure vendors are following guidelines. She also serves as our social media manager and keeps all of the pretty photos flowing on Instagram and Facebook.



BAR OPTIONS

Customize a bar menu to perfectly host your event and stay within budget. Beverages may be purchased by a host bar package, based on consumption, by pre-paid drink tickets, or credit card bar. Prices include tax and are subject to a 22% service charge. Each bar menu will include ivory cocktail napkins, disposable wine and Collins cups, garnishes, beverage straws, and set-ups. Set-ups include club soda, tonic water, juices (cranberry, pineapple, grapefruit, and orange), soft drinks (Coke, Diet Coke, and Sprite), water, and ice.

HOST BAR

Drinks are paid for by the host and charged per person.
If you have an average to heavy drinking crowd, this package is for you.

	Beer & Wine	Silver	Gold	Platinum
One Hour	\$12	\$20	\$24	\$26
Two Hours	\$18	\$30	\$36	\$39
Three Hours	\$24	\$40	\$48	\$52
Four Hours	\$30	\$50	\$60	\$65
Five Hours	\$36	\$60	\$72	\$78

CONSUMPTION BAR

The host is only charged for what is consumed, also known as “per drink” pricing. There is a consumption bar tab minimum of \$2,500 that must be met.

DRINK TICKETS

The host issues tickets to attendees for a limited number of pre-paid drinks, and attendees pay for any further drinks via credit card.

	Beer & Wine	Silver	Gold	Platinum
Drink Tickets	\$6	\$10	\$12	\$13



CREDIT CARD BAR

The host pays a \$750 corkage/stocking fee and guests purchase their own drinks. If a credit card bar option is selected please note that the beer, wine and liquor selections will be made for you. This package cannot be customized. Please note we do not have cash on premises and only accept credit cards.

Domestic Beer \$5

Local/Import Beer \$6

House Wine \$8

Silver Liquor and Wine \$10

Gold Liquor and Wine \$12

Platinum Liquor and Wine \$13

Soft Drinks \$2

NON-ALCOHOLIC BEVERAGES

Unlimited non-alcoholic beverage service, including coffee and tea, is \$3 per person plus 9.75% sales tax and 22% service charge.

BAR MENU WORKSHEET

Bar menu selections must be submitted 30 days prior to your event date.
Guaranteed guest count must match the anticipated attendance and be provided two weeks prior to the event date.

BEER

Select four brands

DOMESTIC:

- Bud Light
- Budweiser
- Coors Light
- Michelob Ultra
- Miller Lite

LOCAL/IMPORT:

- Corona
- Crosstown Traffic IPA
- Ghost River Golden Ale
- Heineken
- Memphis Made Fireside
- Stella Artois
- White Claw
- Wiseacre Ananda
- Wiseacre Tiny Bomb

HOUSE WINE

Select four varietals

CK Mondavi Family of Wines:

- Cabernet Sauvignon
- Chardonnay
- Merlot
- Moscato
- Pinot Grigio
- Sauvignon Blanc
- White Zinfandel

SELECT CHAMPAGNES

Pre-purchased by the bottle (estimate 4 pours per bottle). Prices include tax and are subject to 22% service charge.

- Moet Imperial Brut White Star \$95
- Veuve Clicquot Yellow Label \$125
- Dom Perignon \$365

CUSTOM BAR PACKAGES

The above offerings are our house brands. If you wish to create a custom menu, please speak with Betsy McKay. Signature drinks, bubbly bars, bourbon and scotch tastings are just a few custom offerings that we frequently serve at events.

Bar menu selections must be submitted 30 days prior to your event date.
 Guaranteed guest count must match the anticipated attendance and be provided two weeks prior to the event date.

SILVER

Package includes:

Cruzan Silver Rum
 Cuervo Silver Tequila
 Famous Grouse Scotch
 Four Roses Bourbon
 Seersucker Southern Style Gin
 Svedka Vodka

Select four wine varietals

- Castello del Poggio Moscato
- Cook's Brut
- La Playa Cabernet Sauvignon
- La Playa Chardonnay
- La Playa Merlot
- La Playa Red Blend
- La Playa Rose
- La Playa Sauvignon Blanc

GOLD

Package includes:

1800 Silver Tequila
 Bacardi Rum
 Boodles Gin
 Buffalo Trace Bourbon
 Dewars Scotch
 Jack Daniel's Whiskey
 Tito's Vodka

Select four wine varietals

- Caposaldo Moscato
- Ferrari Carano Fume Blanc
- Ferrari Carano Pinot Grigio
- Gerard Bertrand Cuvee Thomas Jefferson Brut Rosé
- Josh Cellars Cabernet Sauvignon
- Josh Cellars Merlot
- La Marca Prosecco
- Meiomi Chardonnay
- Meiomi Pinot Noir

PLATINUM LEVEL

Package includes:

Appleton Estate Rum
 Chivas Scotch
 Eagle Rare 10-Year Bourbon
 Hendrick's Gin
 Ocean Vodka
 Patron Silver Tequila

Select four wine varietals

- Banfi Prosecco
- Beringer Knight's Valley Cabernet Sauvignon
- Ca'Montini Pinot Grigio
- Kim Crawford Sauvignon Blanc
- Saracco Moscato
- Ventana Chardonnay
- Ventana Pinot Noir
- Whispering Angel Rose



IT'S ALL IN THE DETAILS

Let us help you create a customized experience for all of your attendees with our event enhancement items.



BAND & DJ SET-UP

Product selection and availability cannot be confirmed until a 50% deposit is paid to reserve the items for your event. The final balance will be due 30 days prior to your event for any specialty items.



DANCE FLOOR

\$850-\$2500

(Black and white, white, LED Light-up and other styles available)



STAGING FOR BAND

\$500 - \$900

HEAD TABLE OR DJ RISER PLATFORM

\$500 - \$900

**All prices include labor for installation and removal.*



CUSTOM EVENT LIGHTING

Product selection and availability cannot be confirmed until a 50% deposit is paid to reserve the items for your event. The final balance will be due 30 days prior to your event for any specialty items.



EXTERIOR COLUMN LIGHTING

(For 4 lights) \$370

(For 2 lights) \$250

ADDITIONAL ROOM LIGHTING

(Choice of Lighting Color) \$100 per light



GOBO LIGHTING

(Choice of Design and Lighting Color)

\$340

**All prices include labor for installation and removal.*



DRAMATIC DETAILS

Product selection and availability cannot be confirmed until a 50% deposit is paid to reserve the items for your event. The final balance will be due 30 days prior to your event for any specialty items.



CLASSIC ARCH

\$200

(Floral décor is not included)



CEREMONY DRAPERY

\$1,950

Sheer voile or taffeta (white or ivory)

LAVISH LOUNGE FURNITURE

\$100 plus per item
(various styles and fabrics available)



**All prices include labor for installation and removal.*

PARKING & TRANSPORTATION

Product selection and availability cannot be confirmed until a 50% deposit is paid to reserve the items for your event. The final balance will be due 30 days prior to your event for any specialty items.



PRE-PAID PARKING PASSES

\$12 per car

Purchase pre-paid parking passes for your guests
(Premiere Parking Garage at One Commerce
Square, corner of Union & Second Ave)

HORSE-DRAWN CARRIAGE

\$200

(One-way transfer from the
Cadre for 30 minutes)



VALET PARKING

We work exclusively with Guardian Concierge for client valet and transportation needs. Please call us for a customized quote.
(Pre-paid parking passes must be purchased for valet)

A preferred vendor list is available upon request once you have secured your date with us.