

# COALESCENCE

COFFEE COMPANY

## Richmond Event Guide

Welcome to **Coalescence Richmond!**

At Coalescence, our vision is to inspire diverse people to coalesce — to come together, share ideas, and build meaningful connections. As you plan your event, we hope you experience not just a venue, but a space where community thrives.

This guide exists to make planning simple and stress-free. Inside, you'll find everything you need to know — from space details and rental rates to helpful information about catering, bar service, parking, and what makes our community unique.

We're honored to hold space for you to celebrate, connect, and *coalesce* with the people who matter most.



# SPACES

## FIRST FLOOR (THE CAFÉ & EVENT ROOM)

- Size: 2,732 sq ft
- Seated Capacity: 101 guests
- Standing Capacity: 200 guests
- ADA Accessible

## THE CAFÉ

- Size: 1932 sqft
- Total Seated Capacity: 63 guests
  - Conventional = 28 guests
  - Non-Conventional = 25 guests
  - Lounge Area = 10 guests
- Standing Capacity: 100 guests
- Space Description: x2 Large White Round Tables (4' in diameter); x3 Small White Round Tables (2' in diameter); x2 Wood Rectangular Tables (2.5'x5') each seating 8 people can be added from ER; 50 Black Chairs; Non-conventional seating includes: Bar Seating with 9 stools, Window Bar Seating with 6 stools, and Bench Seating up to 8; Lounge Areas include: x2 black leather couches, x4 brown leather chairs, x2 small black coffee tables; All tables/seating areas (other than non-conventional seating) are moveable.
- Amenities: PA System

## EVENT ROOM

- Size: 800 sqft
- Seated Capacity: 40 guests
- Standing Capacity: 100 guests
- Space Description: x5 Wooden Rectangular Tables (2.5'x5') each seating 8; 38-75 Black Chairs
- Amenities: Mounted TV w/HDMI accessibility, Dry Erase Board, Sound System, Dimmable Lighting. Front, side, and garage door entrances.

## **THE LOFT (BOARDROOM, OPEN-AIR MEZZANINE, & CO KIDS ROOM)**

- Size: 1,528 sq ft
- Seated Capacity: 41 guests (incl. 15 children seated at x4 kids tables)
- Standing Capacity: 75 guests

### **BOARDROOM**

- Size: 328 sq ft
- Seated Capacity: 12 guests
- Standing Capacity: 15 guests
- Space Description: x2 Wooden Rectangular Tables (2.5'x5'); 12 Black Chairs

### **OPEN-AIR MEZZANINE**

- Size: 500 sq ft
- Seated Capacity: 20 guests
- Standing Capacity: 25 guests
- Space Description: x5 Black Wooden Rectangular Tables (2'x4'); 20 Black Chairs

### **CO KIDS ROOM**

- Size: 700 sq ft
- Seated Capacity: 15 children (at x4 kids tables)
- Standing Capacity: 35 guests
- Space Description: x4 Children's Tables; 15 Children's Chairs
- Amenities: Kids Toys :)
- *NOTE*: The elevator opens to the Co Kids Room and is accessible upon request.

### **WHOLE SHOP**

- Size: 5,000 sq ft
- Seated Capacity: 142 guests
- Standing Capacity: 275 guests

## RENTAL RATES

Business Hours = Mon-Sat, 7AM-5PM

After Hours = Mon-Sat, 5PM-10PM & Sun, 3:30PM-10PM

### First Floor (The Café + Event Room)

*After Hours only*

- Standard: \$225/hour
- 5-Hour Buyout Rate: \$205/hr

#### The Café

*After Hours only*

- Mon-Thr: \$100/hour
- Fri-Sun: \$150/hour

#### Event Room

*Business Hours*

- Mon-Fri: \$75/hour
- Saturday: \$100/hour

*After Hours*

- Standard: \$150/hour
- 5-Hour Buyout Rate: \$130/hr

### The Loft (Boardroom, Open-Air Mezzanine, + Co Kids Room)

*Business Hours*

- Mon-Fri: \$80/hour
- Saturday: \$100/hour

*After Hours*

- Standard: \$125/hour
- 5-Hour Buyout Rate: \$105/hr

### Boardroom, Open-Air Mezzanine, OR Co Kids Room

*Business Hours*

- Mon-Fri: \$40/hour
- Saturday: \$60/hour

*After Hours*

- Standard: \$75/hour

### Whole Shop (First Floor + The Loft)

*After Hours only*

- Standard: \$300/hour (4-hour minimum)
- 5-Hour Buyout Rate: \$275/hr

Last Updated 3/15/2026

Email questions to [events@coalescencecoffee.com](mailto:events@coalescencecoffee.com) / [Schedule an Event Consultation](#) / [Client Self-Checklist](#)

## Coalescence Richmond Event Guide

*Buyout rates only apply to the first 5 consecutive hours.*

*Additional time beyond the initial five hours is billed at the standard hourly rate.*

### **BOOKING & CLEANING SERVICE FEE**

- All events will be charged a \$75 Booking & Cleaning Service Fee.

*Last Updated 3/15/2026*

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# HOW BOOKING WORKS

## PAYMENT SCHEDULE

*50% Deposit + Signed Contract + Card on File = Booked!*

*Rentals & payments are billed in 30-minute increments and must be handled by adults (18+)*

Item	Amount	Due	Notes
Step 1: Deposit	50% of rental total	Within 7 days of invoice sent	Booking “pending” until deposit payment received
Step 2: Contract Signature	—	Within 7 days of contract sent	Required to confirm booking
Step 3: Card on File	—	At booking (or no later than 14 days prior)	Required for incidentals & to confirm booking
Step 4: Final Balance	Remaining 50% balance	14 days before event	Finalized guest count, layout & event details due
Post-Event Charges (if applicable)	Varies	After event	Overtime (2x), damages, prohibited décor fees

## DISCOUNTS

*Discounts on rentals cannot be combined.*

*Buyout rates can be combined with payment in-full discount **or** military discount.*

Discount Type	Amount	Applies To	Conditions
Pay-in-Full	5%	Room Rental only	Must be paid 30 days prior
Military	10%	Room Rental only	Valid military ID required
Tax Exemption	6%	Sales tax	Tax exemption letter/certificate Federal EIN ≠ VA-issued sales tax exemption
Non-Profit Discounts	Varies	Room Rental only	Submit a <a href="#">grant application</a>
5-Hour Buyout	Reduced hourly rate	Select spaces only	First 5 consecutive hours

*Last Updated 3/15/2026*

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## RENTAL CONTRACT

An electronic rental contract will be sent to ensure all information has been well communicated and agreed upon. The rental contract includes: Event Description, Rental Cost + 50% Deposit, Liability, Alcohol Use, Catering, Cleaning, Decorations, Damages, and Sound/Noise Restrictions. By signing this contract, the Client agrees to inform all vendors of venue rules and remains liable for any vendor violations.

## CARD ON FILE

A valid card on file is required for all event bookings and is used for incidental charges such as overtime, damages, prohibited décor cleanup, or excessive cleaning. Bookings are not considered fully confirmed until the card on file has been authorized. When you pay your invoice, select the option to **save the card for future charges** (card on file). If your card was not saved when paying your invoice, please submit a [\\$1 authorization](#). Use the same name, email, and phone number as your invoice.

## RESCHEDULING & CANCELLATIONS

Clients may reschedule their event one time at no cost with at least 90 days notice. All rescheduling is subject to availability. Any additional changes or rescheduling within 90 days of the event date will result in a fee of 25% of the total rental fee.

Timing of Cancellation	Room Rental	Booking & Cleaning Fee	Add-Ons & Services
90+ days before event	Fully refunded	Non-refundable	Refunded
60–89 days before event	20% of deposit refundable (80% retained)	Non-refundable	Refunded
0–59 days before event	No refund	Non-refundable	No refund

Cancellations made within 60 days of the event date are non-refundable except in cases of *Force Majeure*: severe weather and natural disasters (hurricanes, floods, snow/ice storm, earthquakes, wildfires that result in unsafe travel conditions, road closures, or government advisories that materially prevent the event from occurring), acts of war or terrorism, strikes, government restrictions, pandemics, acts of God, or a family death. This policy ensures fairness and availability for all clients. Thank you for your cooperation.

Refunds are processed to the original payment method within 10 business days.

Last Updated 3/15/2026

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## INSURANCE, DAMAGES, & INCIDENTALS

[Event insurance](#) is not required for most bookings, but is strongly recommended for events with alcohol service, larger guest counts, or multiple outside vendors. For events with 150+ guest counts, Coalescence may require proof of coverage.

If purchased, we recommend a **General Liability** policy of \$1,000,000 per occurrence that covers your full rental window (setup through breakdown).

**Proof of coverage (COI) should be emailed to: [events@coalescencecoffee.com](mailto:events@coalescencecoffee.com) at least 14 days before the event.**

If damages occur during your event, whether accidental or intentional, you will receive a Damages Invoice detailing the issue and associated repair or replacement costs. Fees will vary depending on the extent of the damage as determined by Coalescence in its reasonable discretion and will be charged to the card on file within 10 business days of the event date. Failure to pay may result in further action to recover costs.

## OPERATIONS & DAY-OF LOGISTICS

*Failure to comply with venue policies may result in immediate termination of the event without refund.*

### RESERVATION WINDOW & OVERTIME

Your reserved time includes all access time: arrival, setup, event time, and breakdown. We recommend reserving sufficient time for both setup and breakdown within your window. Most events reserve **30–60 minutes** for setup and **30 minutes** for breakdown within their rental window. Early access is not permitted due to back-to-back programming and venue preparation requirements. Reservations must be booked in **30-minute increments**.

If you need additional time, day-of extensions may be approved based on calendar and Venue Host capacity and are billed in 30-minute increments at the applicable hourly rate.

If your group remains in the space past the reservation end time or enters the space early, overtime is billed at **2x the hourly rate**. **Overtime is billed in 30-minute increments**.

Please honor and adhere strictly to your reservation time to ensure that no other customer's reservation or our team's schedule is impacted. Thank you in advance for helping us honor one another!

### VENUE ACCESS & STAFFING

A Coalescence Venue Host will be on-site for the full rental window to unlock/lock the building, serve as on-site security, support the event, and assist with approved day-of layout adjustments.

### SPACE LAYOUT PRE-SETS

Space layout pre-sets will be provided for your selection at booking. Our team will pre-set the space according to your selection. You may make day-of adjustments to the layout with the approval and supervision of one of our team members.

### DAY-OF POINT OF CONTACT – REQUIRED

The Client must provide one designated Day-of Point of Contact (POC) with name, phone, email, and relationship to the booking party no later than 14 days prior to the event. This person must be reachable during the full rental window and is responsible for coordinating vendors, deliveries, and any day-of needs.

*Last Updated 3/15/2026*

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## VENDOR ACCESS & DELIVERIES

Vendors may access the space **only during the Client's reserved rental time**. All deliveries must enter through the **front entrance** (24 W Broad St). There is no **designated loading zone**. Back door access (door marked "23" in the parking lot behind the building — first door when coming down the alley from Adams) is limited to the Client or Day-of Point of Contact and may be used for temporary loading and unloading only between 8AM–6PM, Monday–Sunday. The side glass doors to the shop remain locked at all times but may be used briefly for loading in and out. Coalescence does not accept or store deliveries prior to the rental window.

## DAY-OF CLIENT RESPONSIBILITIES

1. Ensure all vendors and guests follow entry instructions and timelines
2. Check in with Coalescence Venue Host at the front bar.
3. Request layout changes to the Venue Host upon arrival.
4. Ensure prohibited décor (glitter/confetti/orbeez/etc.) is not brought into the building.
5. Report spills/damages to the Venue Host immediately.
6. Bag all trash and break down all boxes (trash bags available upon request).
  - a. Our team will take the trash to the dumpster, wipe tables, sweep/mop, and reset the space after your event concludes.
7. Remove all personal items, décor, and brought-in supplies and exit by the end of the rental window.

## AV & EQUIPMENT

- HDMI adapters provided: **USB-C and Lightning**.
- Mounted TV (Event Room) is **visual and audio**, though audio can be routed to the **EV ZLX BT or EV Evolve 30M C944 Mounted Speaker** via Bluetooth.
- Corded microphone available upon request (Venue Host sets up).
- Portable dry erase board available upon request, first come first serve.

## BLUETOOTH SPEAKER QUICK GUIDE

1. Ensure speaker is plugged in and powered on
2. Press far-left round button → scroll to "Bluetooth" and press button
3. Scroll to "Streaming" and press button
4. Change Streaming setting to "Pairing"
5. Select **EV ZLX BT or EV Evolve 30M C944** on your device

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## RESTROOMS & CLIMATE

Three ADA-accessible restrooms are located in the hallway. The last restroom includes a baby changing station. Temperature adjustments are available upon request.

## LOST & FOUND

Items left are held for 7 days. Coalescence is not responsible for lost property.

## NO ONE BEHIND THE BAR

Clients, guests, and especially children are not permitted behind the bar at any time for any reason. Expensive equipment and hazardous materials are located behind the bar, including scalding hot water and cleaning chemicals that are unsafe for consumption.

## CATERING PREP & STORAGE

Coalescence kitchens are **warming kitchens only with limited storage** and are not equipped for full food preparation or cooking.



# FOOD & BEVERAGE

# CATERING



## BREAKFAST

	6 COUNT	12 COUNT
The Monticello Sandwich <i>Sausage, Egg &amp; Cheddar w/Arugula &amp; Aioli on English Muffin</i>	\$46	\$90
The Breakfast Sandwich <i>Bacon, Egg &amp; Cheddar w/Tomato, Arugula &amp; Aioli on English Muffin</i>	\$46	\$90
Quiche (6 or 12 slices) <i>Bacon &amp; Swiss OR Broccoli &amp; Cheddar</i>	\$25	\$45
Biscuits <i>w/Butter, Honey, or Jam</i>	\$20	\$35

## BAKED GOODS

	6 COUNT	12 COUNT
Chocolate Chip Cookies	\$15	\$25
Croissants <i>Buttered or Chocolate</i>	\$15	\$25
Cinnamon Rolls	\$30	\$55
Muffins Assortment <i>Blueberry, Double Chocolate, Cinnamon Coffee Cake &amp;/or Banana Nut</i>	\$10	\$20

## LUNCH/DINNER

	6 COUNT	12 COUNT
Turkey Pesto Sandwich <i>Turkey, Pesto, Mozzarella, Arugula, Tomato &amp; Balsamic Glaze on Ciabatta</i>	\$57	\$108
Sweet Heat Sandwich <i>Sausage, Hot Honey, Arugula &amp; Cream Cheese on English Muffin</i>	\$46	\$90
Chips Assortment <i>Full Box</i>	-	\$25

## DRINK STATION

	HALF GALLON	FULL GALLON
Drip Coffee	\$10	\$20
Cold Brew Coffee	\$15	\$30
Black Gao Wen Tea	\$10	\$20

*Half Gallon serves x7 8oz hot cups / x6 10oz cold cups  
Full Gallon serves x15 8oz hot cups / x13 10oz cold cups  
Cups, lids, stirrers, creamer, sugar, napkins incl.  
All events receive complimentary water station w/cups*

**In-House Catering** orders are **due no later than 2 weeks before the event date**, or **immediately** if booking occurs within that time frame. Any approved increases after the deadline may be subject to a late modification fee. **Outside catering is permitted** & must be submitted by the client for approval no later than **2 weeks before the event date**. **Coffee & hot tea** for any event must be purchased from Coalescence. Seafood and foods with strong lingering odors are not permitted. Sternos used for food warming are permitted with prior notice to the Hospitality & Event Manager.



THE BREAKFAST SANDWICH



TURKEY PESTO SANDWICH



SWEET HEAT SANDWICH



DRIP COFFEE



COLD BREW



GAO WEN TEA



CHOCOLATE CHIP COOKIES



MUFFIN ASSORTMENT

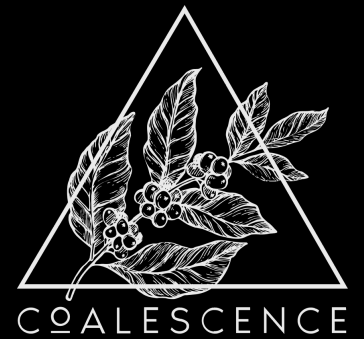


CINNAMON ROLLS



# BEVERAGE SERVICE

# BARISTA SERVICES



*Made-to-Order Specialty Coffee & Tea*

*We offer two made-to-order specialty coffee & tea barista packages to complement your **After-Hours event**: the **Standard Barista Service** or **Premium Barista Service**. The **cost per barista is \$35 per hour** and must be **paid 2 weeks prior to the event**. A **minimum of 3 hours** of service is required (**incl. 30 min setup and 30 min breakdown**). **Cost of drinks is not included** in the service cost. Choose between a **hosted bar**, where you open a tab to cover your guests' drinks (requires leaving a card at the register), or a **cash bar**, where guests purchase their own drinks.*

*Guests are welcome to purchase drinks/food during business hours. Coffee & hot tea for any event must be purchased from Coalescence either by Drink Station or Barista Services. **No outside coffee or tea may be served** (incl. carafes, k-cups, tea urns, bottled/canned coffee/tea.*

# BARISTA SERVICES



*Made-to-Order Specialty Coffee & Tea*

## Standard

### Espresso Menu

- Espresso
  - Caff & Decaf
- Cortado
- Cappuccino
- Latte
- Mocha
- Miel
- Chai
- Matcha
- Drip - Tier 1
- Americano
- Cold Brew

### Baristas Required

- 1 Barista for 1-25 Guests
- 2 Baristas for 25-75 Guests
- 3 Baristas for 75+ Guests

## Premium

*includes Standard*

### Hand-Pour Overs

- Tier 2
- Tier 3
- Tier 4

### Teas

- Gao Wen (Black)
- Earl Grey (Black)
- Jasmine Bai Hao (Green)
- Champagne Long Kou (Oolong)
- Rainer (Peppermint Herbal Blend)
- Turmeric Tonic
- Currant

### Signature Menu

*Inquire about our current seasonal signature menu!*

### Baristas Required

- 2 Baristas for 1-50 Guests
- 3 Baristas for over 50+ Guests



ESPRESSO



CORTADO



CAPPUCCINO



LATTE



MATCHA



POUR OVER



SIGNATURE DRINK

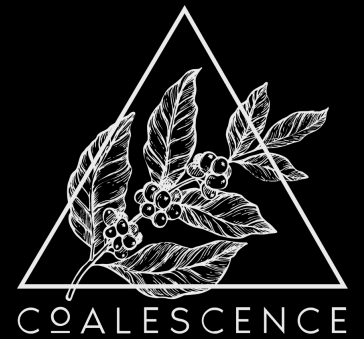


SIGNATURE DRINK



SIGNATURE DRINK

# BARTENDER SERVICES



*Alcohol service is permitted during After-Hours events and must comply with Virginia ABC regulations.*

**Step 1:** *Pay your rental deposit & sign the Contract. A signed contract is required before applying for a Banquet License.*

**Step 2:** *Apply for a VAABC Banquet License & select “Consumption: On Premises.” Apply at least 10 business days prior to your event date (earlier is recommended).*

**Step 3:** *Provide our Hospitality & Event Manager with a copy of your Banquet License. No license = no alcohol.*

**Step 4:** *Bring your own alcohol and choose one service option:*

**4a** — *Self-Serve*

OR

**4b** — *Hire a Coalescence Bartender @ \$40 per bartender/hour*

**Minimum 3-hour service charge** (incl. 30 minutes setup + 30 minutes breakdown)

## **Bartenders Required**

1 Bartender for 1-25 Guests

2 Bartenders for 25-75 Guests

3 Bartenders for 75+ Guests

*Outside bartenders are not permitted.*

**Payment** for Coalescence bartender services is **due 2 weeks prior to the event.**

*Clients hiring a bartender must select and submit a finalized cocktail menu and ingredient list to the Hospitality & Event Manager no later than 2 weeks prior to the event:*

*Alcohol & Cocktail Submission Form*

**NORFOLK** →



← **RICHMOND**

# BARTENDER SERVICES



*Choose from the Standard Cocktail Menu or select “Other” and indicate your choice for approval. A **maximum of 8 cocktails** may be selected.*

**All alcohol and required cocktail ingredients must be provided by the Client.**

**Espresso Martini:** +\$1 per drink (cold brew provided by Coalescence).

**Ice** is provided for cocktail service. Clients must provide additional ice if chilling beer, wine, or other beverages.

**Glassware:** \$1 per guest (based on finalized guest count) or Clients may provide their own glassware or plasticware. Please confirm your selection.

## **COCKTAIL MENU**

*Old Fashioned*

*Negroni*

*Whiskey & Coke*

*Gin & Tonic*

*Vodka Cranberry*

*Espresso Martini*

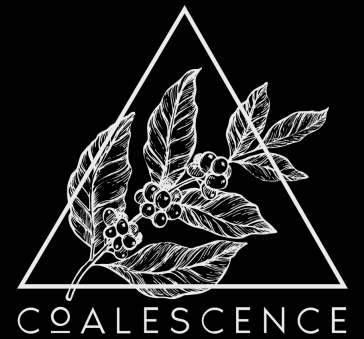
*Mule (Moscow or London)*

*Margarita*

*Other (subject to approval)*

*Note: No alcohol may be brought onto the premises without a Banquet License from VAABC. Any event that brings alcohol without proper licensing will be immediately ended with no refunds provided.*

# COFFEE & COCKTAILS



*Our team is dual-trained in crafting coffee and mixing cocktails, offering both services during the same event.*

***\$45 per team member/hour***

***Minimum 2 team members required***

***Minimum 3-hour service charge***  
*(incl. 30 minutes setup + 30 minutes breakdown)*

***Payment is due 2 weeks prior to the event.***

*All VAABC Banquet License requirements, alcohol policies, and cocktail menu requirements listed in the Bartender Services section apply.*

*Clients must provide all alcohol and required cocktail ingredients.*

*Note: No alcohol may be brought onto the premises without a Banquet License from VAABC. Any event that brings alcohol without proper licensing will be immediately ended with no refunds provided.*

## DECORATIONS

### ALLOWED

- Free-standing décor, including but not limited to: table centerpieces, signs on easels, balloon columns/arches that are weighted and *not* attached to the building.
- Use of designated wall nails/hooks only (nothing additional may be added).
- Low-tack tape (ex: gaff tape) may be used only to tape cords to the floor.
- Florals must be pre-arranged (no flower arranging on site).
- Only washable, non-permanent materials may be used. Marking walls, furniture, or fixtures is not permitted and may result in additional cleaning or repair charges.

### NOT ALLOWED *(anywhere in the venue)*

- Anything attached to walls, furniture, sound barriers, or artwork using tape, nails, tacks, command strips, glue, staples, etc.
- Anything suspended from light fixtures, fans, or air ducts.
- Messy micro-items: confetti, confetti balloons, glitter (or items that shed), sequins, sprinkles, rice, birdseed, hay, orbeez.
  - If prohibited décor is brought in or used, a **\$100 Prohibited Décor Cleanup Fee** will be charged. If additional cleanup beyond standard resetting is required, the Client will be billed **\$35/hr per staff member** (30-minute increments) plus any supplies or repairs at cost. Charges will be supported by time logs and photos.
- Atmospherics/heat/flame: fog machines, bubble machines, pyrotechnics, candles/open flames (including tealights even if enclosed).

### FURNITURE + VENUE ITEMS

- No rearranging venue furniture/plants/sound barriers/artwork without prior approval.

## COMMUNITY STANDARDS

Only service animals trained to assist individuals with disabilities are permitted on the premises. Emotional support animals are not considered service animals under current ADA regulations.

To maintain a clean and healthy environment, the use of drugs, vaping devices, and smoking products are not allowed in our venue.

Nudity, adult entertainment, and any form of gambling are not permitted on the premises. We strive to maintain a welcoming environment for all guests and appreciate your compliance.

During café business hours, event noise must remain respectful of regular café operations. For After Hours events, if a noise complaint results in a violation, the Client will be responsible for a \$1,000 fine to compensate for the violation as well as any additional fines incurred. This is a venue penalty charged if we receive and verify a formal noise complaint that results in a violation from the city. This fine will be invoiced and due within 7 days.

## **PARKING & DIRECTIONS**

### **FREE STREET PARKING**

- 2-3 hours along Adams, Foushee, and Broad Street
- Hour restrictions lift at 4PM on Adams and at 6PM on Foushee Street
- All street parking is free & unrestricted on Sundays

### **PAID PARKING OPTIONS**

- Grace Street between 8AM-6PM, Mon-Sat.
- Adams & Grace Public Parking Lots: 20 W Grace St.
- 5th & Broad Street Parking Lot
- Lot 67 – 623 E. Broad St: Located at 609 E Broad St - 12 minute walk
- 12 hour parking lot: Situated at 201 W Broad St, this lot offers 12-hour parking at the Quirk Hotel
- Parking lots are privately owned and charge all days at all times, even overnight.

Coalescence is not responsible for any parking fines incurred by the Client or guests due to illegal parking.

### **DIRECTIONS**

Check out our [Parking Map](#) | [Google Map Directions](#) | [Apple Map Directions](#)

***[Inquire, Book, See FAQs, or Schedule an Event Consultation](#) with our Hospitality & Event Manager today!***

**INQUIRE / BOOK**



**EVENT CONSULTATION**

