



2709 Brandt Street | Portage, IN 46368
219.254.2471 | firesidevenue@gmail.com

Rental Packages

Basic Hall Rental Package 4 Hours: \$525.00

Host your event with ease and elegance in our refined venue, accommodating up to 100 guests! For \$100/hr extra, extend your memorable occasion. Included are seating arrangements, 4 banquet tables with classy linens for your catering, dessert spreads, beverages, and gifts. Enjoy effortless post-event clean-up and full access to our chic decor and stage to spotlight your special moments. Our hall rental encompasses all you need for a seamless and sophisticated gathering.

We require the room fee plus security deposit of \$150.00 (\$300.00 for weddings) to reserve the room, balance due 2 weeks before the event. Security deposit is non-refundable.

NOTE: A minimum of \$200.00 cancellation fee will apply to all cancellations with no exception.

Required with hall rental: \$100.00 Attendant, parties over 50 people require additional attendant - We are here to make sure all your events are as stress free as possible! Our helpful and friendly staff will assist and free you up to enjoy your special day with friends and family.

Party package upgrades to make it even easier for you. Walk in and enjoy!

Firestarter Package: \$225.00

Includes table linens for up to 100 guests, your choice of table runners, back drop frame, in house dessert platters, water, iced tea or lemonade, coffee (upon request).

Fired Up Package: \$375.00

Includes everything in Firestarter Package PLUS your choice of in-house center pieces, plate chargers, use of audio.

Fireside Preferred Package: \$495.00

Includes everything in Firestarter package PLUS all premium disposables, flatware, use of our silver chafer dishes and sternos, all beverages (coffee, lemonade, ice, cups, and all condiments)

Wedding Ceremony Package: \$375.00

Includes 1 additional hour, chapel style set up, light in house wedding décor, microphone, use of audio, and microphone, guest sign in table. (Vow renewal applies)

Wedding ceremony Package #2: \$575.00

Includes 1 additional hour, 1 wedding consultation, backdrop frame with our in house florals, private bridal suite 2 hours add \$100 per additional hour (meat and cheese snack tray, fruit tray and water) isle runner, in-house wedding décor, welcome to our wedding custom sign.

Rental Packages

continued

Wedding rehearsal package: \$250.00

Includes 2 hour rental time for up to 20 people, water, light snacks. Dinner available for an additional fee.

Wedding Reception Package: \$10.00 per person

Includes 4 hours, everything in wedding ceremony package #1 PLUS event coordinator, choice of all wedding florals, all table settings, choice of linens and in house center pieces, soft drinks, premium disposables, (chair covers & sashes available upon request for an additional fee).

Ceremony and the Reception are separate events, \$100 can be credited for bundling the packages.

Funeral Luncheon Package: \$525.00

all inclusive (2 hours max) seating up to 100 people, all table linens, table runners, in house center pieces (2) banquet tables, use of monitor, microphone, stage use, water, iced tea, coffee, attendant.

Business Meeting Luncheon includes everything in funeral luncheon package

Open House/Graduation Package: \$125.00

Includes choice of linens for up to 100 people, bud vases for center pieces, choice of table runners, easel or chalkboard for picture display or welcome sign, and a designated area for games and gathering. Tents available upon request.

\$200.00 will apply to guests who would like to bring their own food or use a non preferred caterer. This surcharge is for liability purposes and loss of revenue to The Fireside Room.

20% Service fee will be added to all services.

WE DO OFFER ADDITIONAL PARKING AT THE BACK LOT OF PORTAGE BIBLE CHURCH (2 DOORS DOWN) FOR LARGER PARTIES

Additional Services

*In house catering available.

*Bar service packages available.

*Table Boards \$15.00

Meat/Cheese or Fruit

*Non-alcoholic beverage service:

\$2.00 per guest: tea, coffee & water

\$3.00 per guest: Soft drinks

*Disposables: \$2.50 per guest.

dinner plates, dinner napkins, dessert plates, knives and forks

*Chafer Dishes \$10.00

*Double Barrel Dessert Table \$100.00

*Sweetheart Table \$150.00

*Extra Tables \$10.00 each

Gift, Guest Book, High Top

*Chair Covers \$10.00 each

*Plate Chargers \$1.00 each

*Chair Sashes \$5.00 each

*Wedding Pedestals \$50.00

*Extra Hour \$100.00

*20% Service Charge applies to all services