

2023-2024 Non-wedding pricing



THE GILLESPIE

&

PASSALINO'S

LOUISVILLE'S CLASSIC VENUE

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421 W. Market St, Louisville, KY 40202

207 W. Market St, Louisville, KY 40202

General Information

-The Grand Ballroom, The Loft, & Passalino's-

Included

- 12 hour consecutive weekend rental period
- 8 hour weekday rental
- chivari chairs with cushions
 - color depends on room rental
- 2 private dressing suites
- Round, Rectangle & High-top Tables
- Wireless LED uplighting
- Floor Plan Assistance
- Set Up & Break down of Gillespie items
- Selection of in house table linens (excludes food linens)
 - black, white, ivory, navy, and maroon
- Selection of in-house centerpieces
 - sets of LED candles in vases, Lanterns, LED branches

On Site Venue Manager

- up to 3 venue meetings from booking until your event to discuss venue details
 - (floorplans, layouts, centerpiece choices, linen choices, timelines, etc.)
- Main point of contact for all venue related questions

Policies

- Open Vendor Policy- Caterer & DJ must be chosen from our list
- All alcohol sales/distribution must be done by The Gillespie or Passalino's staff
- All vendors must carry liability insurance
- Client must carry liability insurance
- All events are required to purchase a beverage package

Extras

- Staffing
 - \$200/staff member
 - based on 4-hour event
- Coat check (seasonal- optional)
- Beverage Packages (info on page 7)
- Wine Service: \$4.50/pp (optional)
- Champagne Toast: \$4.50/pp (optional)
- Holiday Weekend: Saturday price + \$1,500



The Grand Ballroom

Facility Rental Rates

Capacities: 400 seated with dancefloor, 600 Cocktail style, 850 standing

Pricing

Mon-Thurs. \$2,500

Friday \$4,500

Saturday \$6,000



The Loft



Facility Rental Rates

Capacities: 300 seated with dancefloor, 350 Cocktail style, 400 standing

Pricing

Mon-Thurs. \$2,000

Friday \$3,500

Saturday \$4,000

Passalino's

Facility Rental Rates

Capacities: 150 seated with dancefloor, 250 Cocktail style, 350 standing

Pricing

Mon-Thurs. \$2,000

Friday \$4,000

Saturday \$4,500



425



Per Hour Rental

Capacities: 100 seated with dancefloor, 150 Cocktail style, 200 standing
\$200 per hour (4 Hour Minimum)

Included

- Round, Rectangle & High-top Tables
- Silver chivari chairs with black cushions
- Floor Plan Assistance
- Set Up & Break down of tables, chairs, and linens
- Selection of in-house table linens (excludes food linens)
 - black, white, ivory, navy, and maroon

Policies

- Open Vendor Policy
- All alcohol sales/distribution must be done by The Gillespie or Passalino's staff
- Caterer & DJ/Sound must be pre-approved and carry business insurance
- All vendors must carry liability insurance
- Client must carry liability insurance

Extras

- Staffing
- \$200/staff member
- based on 4-hour event
- Coat check (seasonal- optional)
- Beverage Packages (info on page 7)
- Glassware rental: \$4.50/pp (optional)
- Delivery Chares (varies)
- Wine Service: \$3.50/pp (optional)
- Champagne Toast: \$3.00/pp (optional)
- Holiday Weekend: Saturday price + \$1,000

*Perfect for Showers, Birthday Parties,
Anniversary Parties, and Meetings!*

Beverage Options

- Pricing listed is based on 4 hours of consumption. Excess time may be purchased.
- We have the ability to tailor packages to suit your needs. Please inquire.
- Pricing includes all clear crystal plastic cups, garnishes, straws, napkins, and mixers.
- Pricing does not include 6% sales tax or staffing charges.
- Staffing is based on bar package selected, event timeline and guest count, determined by the venue
- Pricing includes all signage for bars
- All prices, fees and brands are subject to change without notice.
- No outside alcohol or bartending staff is permitted.
- Guests 2-20 Years old are billed at the Basic Level Package.
- All beverage packages are "open" or by pre-paid drink tickets. we do not offer a cash bar option.

Sodas

\$7.00 per guest for 4 hours

Required for all guests ages 2-20 years.

Beer, Wine & Soda

choice of 3 domestic beers

3 House wines

\$22 per Guest

Open Bar

4 Hours of Consumption

The Classic Package

Premium Spirits

choice of 3 domestic beers

3 House wines

\$30 per Guest

Open Bar

4 Hours of Consumption

The Deluxe Package

Luxury Spirits

choice of 3 domestic beers

3 House wines

\$39 per Guest

Open Bar

4 Hours of Consumption

Sodas: Coke, Diet Coke, Sprite, Ginger Ale

Domestic Beers: Bud Light, Budweiser, Miller Lite, Coors Light, Michelob Ultra

Premium Spirits: Finlandia Vodka, Old Forester Bourbon, McCormick Gin, Barton's Rum

Luxury Spirits: Tito's Vodka, Woodford Bourbon, McCormick Gin, Bartons Rum

Additions

Champagne Toast..... \$4.50 Per guest

Staffing..... \$200 per staffer

Based on 4 hour event, (\$25/hour after 4 hours)

Drink Tickets

Soda.....\$2.00

Beer & Wine.....\$6.00

Premium Spirit.....\$8.00

Luxury Spirit.....\$10.00

Frequently Asked Questions

How many hours does the rental fee reserve the space? Are there any charges for over time? When do they begin?

You will have use of the facility for 12 hours. This includes time to set up and clean up. (A standard guideline is: 4-6 hours for set up, 4-6 hours for event time, 2 hours for clean up). The time for clean up is designated for your vendor use only. All guests are expected to exit no later than midnight. Overtime charges of \$150 per hour will apply after the 12th hour.

Will the site be shared with another group?

YOUR chosen space will not be shared, but common areas such as the foyer may be shared. Please speak with your coordinator regarding this.

If 2 events are happening on the same day in the same building, each contracted client will be responsible for one extra staff member, to keep things running smooth and to ensure the flow of traffic between the events stays seamless.

Do you have a list of preferred vendors?

Yes! All caterers and DJs must be chosen from our preferred vendor list!

We also have a list of suggested vendors that have proven to do a great job for all their customers and clients, for all other types of vendors.

Please be sure to inquire for more information.

Are there adequate kitchen facilities?

All of our spaces have a large prep kitchen equipped with spacious stainless steel countertops and commercial ice makers. Our kitchens are strictly for prepping, plating, and food presentation of food.

There is no cooking equipment permitted in our facilities!

May I bring in my own alcohol?

No. The Gillespie & Passalino's are the only licensed authority to sell and serve on premises. Fines will be assessed should you be found in violation of this.

How do I reserve the venue for my event?

To secure your date, we require a signed contract, 50% facility rental deposit and a \$500 security deposit. All remaining balances are required 30 days prior to your event.

EVENTS NOT PAID IN FULL 14 DAYS PRIOR TO YOUR EVENT WILL RESULT IN A CANCELTION.

Cancellations

All sales are final. Any notice of cancellation made by client must be in writing. No verbal cancellations will be accepted. Should you need to reschedule your event, a \$500 fee will be assessed for the date change. You may change your event date one time for that fee.

No refunds will be given.

May I come in earlier and decorate?

All hours must be consecutive. Your 12 hours will begin based on the timeline discussed with your event coordinator. If you feel you need more time, additional hours may be purchased.

Additional Resources

Parking Options

On Street Parking

- Free after 6pm

Garage Parking

- US BANK GARAGE (1 Financial Sq)
- LG&E GARAGE (209 W Market St)
- Valet Service (outside vendor)

Local Attractions

Bourbon Trail Tours

- Trolley De'Ville
 - 502.939.3415
- Mint Julep Express
 - 502.583.3415

Distillery Tours

- Evan Williams
 - 502.272.2623
- Angel's Envy
 - 502.890.6300
- Old Forester
 - 502.779.2222

Winery Tours

- Old 502 Winery
 - 502.540.5650
- Huber's Winery
 - 812.923.9463

Hotel Information

Hyatt Regency Louisville

320 W. Jefferson Street
Louisville, KY 40202
502.217.6077

Omni Louisville
400 S. 2nd Street
Louisville, KY 40202
502.313.6688

The Galt House Hotel
140 N 4th Street
Louisville, KY 40202
502.569.4480

Louisville Marriott Downtown
280 W. Jefferson Street
Louisville, KY 40202
802.671.4267

21C Hotels
700 W. Main Street
Louisville, KY 40202
502.217.6310