

The Grand Ballroom

TIMBERLANES COMPLEX

EST. 2016

Event Information

An elegant setting for weddings, showers, celebrations, corporate gatherings, and everything in between.



30 - 300 GUESTS

FLEXIBLE ROOM CONFIGURATIONS

CUSTOM MENU OPTIONS

PLAN YOUR EVENT

events@timberlanescomplex.com

(234) 567-4671 Option 2

THE GRAND BALLROOM

544 East Pershing Street

Salem, Ohio 44460

Our team is here to help make every detail of your event memorable.

Hotel Information



Hotel Manager

Missi Jennings

(234) 567-4671 Option 2

hotelmanager@timberlanescomplex.com

Hotel Group Blocks

Courtesy Block

- Reserve up to **8 guest rooms per night** with no financial obligation for the person arranging the block.
- Guests may reserve rooms by calling the hotel or booking through our website using the provided group promotional code.
- Rooms will be held at the group rate until **two weeks prior to the event date**. At that time, any unreserved rooms will be released for general availability. Reservations made after the cutoff date are subject to availability and will no longer qualify for the group discount.

Attrition Block

- Reserve up to **21 guest rooms per night** for your event.
- Guests may reserve rooms by calling the hotel or booking through our website using the provided group promotional code.
- The person arranging the block is financially responsible for **80% of the total room nights reserved**.

Example: If 10 rooms are reserved and 7 are booked by guests, the 80% commitment is 8 rooms. The person arranging the block would be responsible for the cost of 1 room.



Ballroom Rental Information

Flexible space for gatherings of 30 - 300 guests

Our ballroom is divided into four sections, allowing us to customize the space based on your guest count, event style, and setup needs. Your Event Coordinator will help determine the appropriate space for your event.

Space	Size	Features
Ballroom A	43' x 53'	Bar area & flat-screen TV
Ballroom B	28' x 38'	Dance floor area
Ballroom C	28' x 38'	Flexible event seating
Ballroom D	28' x 32'	Flexible event seating

Room Rental

per section

Service Charge and Tax

A 22% service charge applies to all packages (25% for plated events), plus applicable taxes. Tax-exempt groups must provide the appropriate documents in advance.

Deposit

A non-refundable \$500 deposit and signed contract are required to secure your event date. The deposit will be applied to your final balance. 50% of the estimated balance is due halfway between booking and the event date. Final payment is due 10 days prior to the event. A credit card must remain on file for all events.

Final Guest Count

Your final guaranteed guest count is due 10 days prior to your event. If final count is not received, the original contracted guest count will be used for billing. If attendance exceeds the guaranteed count, charges will be based on the actual number of guests served. Guest counts below the final guarantee are not eligible for refunds.

Food and Beverage

Outside food and beverages are not permitted without prior approval and signed agreement. Food and beverages may not be removed from the property.

Damages

The client is responsible for damages to the facility and for any items brought onto or left on the property. Open flames and confetti are strictly prohibited. An additional cleaning fee may apply if these policies are not followed. Management reserves the right to refuse service or remove individuals from the premises when necessary.

Cancellation

The \$500 deposit is non-refundable. If you choose to reschedule your event, the deposit may be transferred to another event date within one year of the original event date.

Menu pricing is subject to change based on current market conditions. Taxes and fees are also subject to change

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Brunch

Build Your Own Brunch

Create the perfect menu for your gathering.

All selections are priced per person.



Brunch Favorites

Scrambled Eggs
Breakfast Potatoes
Choice of Bacon, Ham, or Sausage
Sausage Gravy & Biscuits
French Toast Bake
Waffles
Quiche
Omelet Bake

Sides

Coleslaw
Potato Salad
Pasta Salad
Soup

Bakery & Light Bites

Donuts
Bagels
Muffins
Croissants
Deli Sandwiches
Flatbreads

Beverage Add-Ons

2% Milk
Chocolate Milk
Orange Juice



Mimosa Bar



Champagne • Orange Juice
Fresh Fruit • Berries

Appetizers & Social Bites

All prices are per person

	Vegetable Platter • Fruit Platter Buckeye Bites • Stuffed Mushrooms Bruschetta • Peppers & Oil • Caprese Skewers
	Bacon-Wrapped Stuffed Jalapenos Cheese Platter
	Meat & Cheese Platter • Bone-In or Boneless Wings Shrimp Cocktail

Interactive Bars

Cold Cut Bar

Choice of two breads, two
 cheeses, ham, turkey, roast beef,
 lettuce, tomato,
 mustard, & mayonnaise

Nacho Bar

Corn chips, white queso, salsa,
 sour cream, black beans,
 jalapenos, onions, & tomatoes

Choose Two:

Ground beef, shredded chicken,
 pulled pork, brisket

Baked Potato Bar

Butter, sour cream, chives,
 cheese, bacon, & chili

Add-ons

White queso
 Pulled pork



Desserts

Assorted Cookies
 Brownies
 Layer Cake

Cupcakes
 Filled Cupcakes
 Cheesecake

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Plated events include 1 entree per person

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Dinner Tiers

Classic



1 Appetizer
2 Entrees (buffet)
1 Starch
1 Vegetable
1 Bread

Signature



2 Appetizers
2 Entrees (buffet)
1 Starch
1 Vegetable
1 Bread

Grand



3 Appetizers
2 Entrees (buffet)
1 Starch
1 Vegetable
1 Bread

Add Salad

Entrees

Classic Entrees

Honey Baked Ham
Pulled Pork
Italian Sausage
Chicken Marsala
BBQ Chicken Breast
Meatballs
Slow Roasted Top Round

Signature Entrees

Any Classic Entree
Roasted Garlic Pork Tenderloin
Chicken Francaise
Chicken Strips
Chicken Parmesan

Grand Entrees

Any Classic or Signature Entree
Strip Steak
Prime Rib
Filet Mignon
Blackened or Broiled Cod
Bourbon or Blackened Salmon

Appetizers

Vegetable Platter
Fruit Platter
Cheese Platter
Stuffed Mushrooms
Peppers & Oil
Caprese Skewers
Meat & Cheese Platter
Buckeye Bites
Bacon Wrapped Stuffed Jalapenos
Bruschetta
Bone-In or Boneless Wings
Shrimp Cocktail

Starches

Garlic Red Skin Potatoes
Whipped Potatoes (Gravy)
Wild Rice Pilaf
Macaroni & Cheese
Pasta Marinara
Pasta Alfredo

Vegetables

Green Beans
Carrots
Corn
Vegetable Medley
Asparagus
Brussel Sprouts
Broccoli

Breads

Dinner Rolls
Garlic Bread Sticks

Delivery & Off -Site Catering

We offer delivery and off-site catering.

Event Enhancements

Create the perfect atmosphere and personalize your celebration
with our selection of enhancements

UpLighting	Linen Table Covers
Tulle	Cloth Napkins
Pipe & Drape	Cocktail Tables
Audio/Visual Equipment	Chef Cutting
Champagne Toast	Cake Cutting

Beverage Packages

Beverage Package



Coffee
Sweet or Unsweet Tea
Lemonade

Soda Package



Package I +
Soda

Bar Packages

How Our Bar Options Work

Cash Bar - You pay the bartending fee; guests purchase their drinks

Consumption Bar - You pay for the drinks consumed by your guests at the end of the event.

Limited Consumption - Set a limit; after it is reached, guests are responsible for their additional drinks.

Tier/Package - Prepay a set price per person attending your event.

- All bar packages/tiers will be charged a bartending fee per guest.
- Gratuity is billed for all bar types.
- Tier packages are limited to 4 hours.
- Tier packages include beer, wine, soda, and mixers.
- Consumption bars will be billed to the credit card on file immediately following the event.
- Product availability may vary; Reasonable substitutions may be made when necessary.

Beer & Wine Package



House Beers

Budweiser, Bud Light, Miller Lite,
Busch Light, Coors Light, Michelob Ultra,
Corona, Yuengling, Assorted White Claw Flavors



House Wines

Moscato, Chardonnay, Pinot Grigio
Cabernet, Merlot, Pino Noir

Classic Tier

Castillo Rum
Captain Morgan Spiced Rum
Seagram's 7 Whiskey
Heroes Vodka
La Prima Tequila
Jim Beam Bourbon
Gilbey's Gin
Dewar's Scotch
Kahlua
Peach Schnapps
Amaretto
Triple Sec

Signature Tier

Classic Tier +
Bacardi Sliver Rum
Malibu Coconut Rum
Jack Daniel's Tennessee Whiskey
Jameson Irish Whiskey
Tito's Vodka
1800 Sliver Tequila
Bullet Bourbon
Tanqueray Gin

Premium Tier

Classic & Signature Tiers +
Grey Goose Vodka
Crown Royal Whiskey
Crown Royal Apple
Crown Royal Peach
Maker's Mark Bourbon
Johnnie Walker Red
Irish Cream