

VENUE RENTAL INFORMATION

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149 MONROE AVENUE
MEMPHIS TN 38103



PRICE LIST

Monday-Thursday | \$7,500.00
Friday and Sunday | \$9,500.00
Saturday | \$12,200.00

PUBLIC EVENTS & HOLIDAY RATES:

Monday-Sunday | \$13,200.00



THE CADRE BUILDING

Located in the heart of Downtown Memphis, The Cadre Building is the opportune venue to accommodate local and destination events. Built in 1928, 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.

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POLICIES

DEPOSITS/PAYMENTS

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

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

We accept cashier's checks and credit/debit cards as forms of payment. We do not accept cash or personal checks. A 3.5% processing fee is added to all credit/debit card transactions.

CATERING

If you select a catering company that is not on our recommended vendors list, there will be a \$350 outside catering fee added to your final bill. Catering must be full-service. No drop-off catering allowed. If you select a caterer who is not on our list they must supply us with their catering license, proof of insurance, and health score 30 days prior to your event.

ALCOHOL

A variety of bar packages are available through The Cadre. All alcohol **must be** provided and served by The Cadre Building's bartending staff. There will be a 23% service charge applied to all bar package options that goes towards the time spent on ordering, product, and other supplies.

BARTENDERS

The Cadre Building only hires friendly and knowledgeable TABC certified bartenders to work our events. We work exclusively with Memphis Bar Ties.

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 \$300 each for their eight hour shift. Bartenders arrive two hours ahead of the event for set-up. They work five hours during your event, and breakdown for one hour after the event concludes. If you purchase additional event hours the bartender fee will increase accordingly.

Our dedicated bar team greatly appreciates gratuity based on their exemplary service. There are two options to express your appreciation for the bar staff through gratuity: you may present a cash envelope to our venue manager on duty who will distribute it post event; or allow bartenders to display tip jars on their bar fronts. These options will be discussed during your final details meeting with us.

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 Building, you will be allotted an hour of rehearsal time the week of your wedding to be scheduled with our venue manager. Additional event hours may be added for \$350 per hour and must be booked at least two weeks prior to your event for staffing purposes.

CAPACITY

The Cadre Building can accommodate up to 950 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

The Cadre Building requires clients to book one security guard for each event. Security guards are \$275.00 each. For weddings and receptions of 400 guests or more, additional guards may be required for \$300 each. For larger guest counts, public events, and school group events additional security will be required at the rate of \$300 per guard. 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

(250) 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

(5) Bar Fronts

On-Site Venue Manager

Wireless internet service

Bridal Suite

Groom's Suite

Green Room for the band or DJ

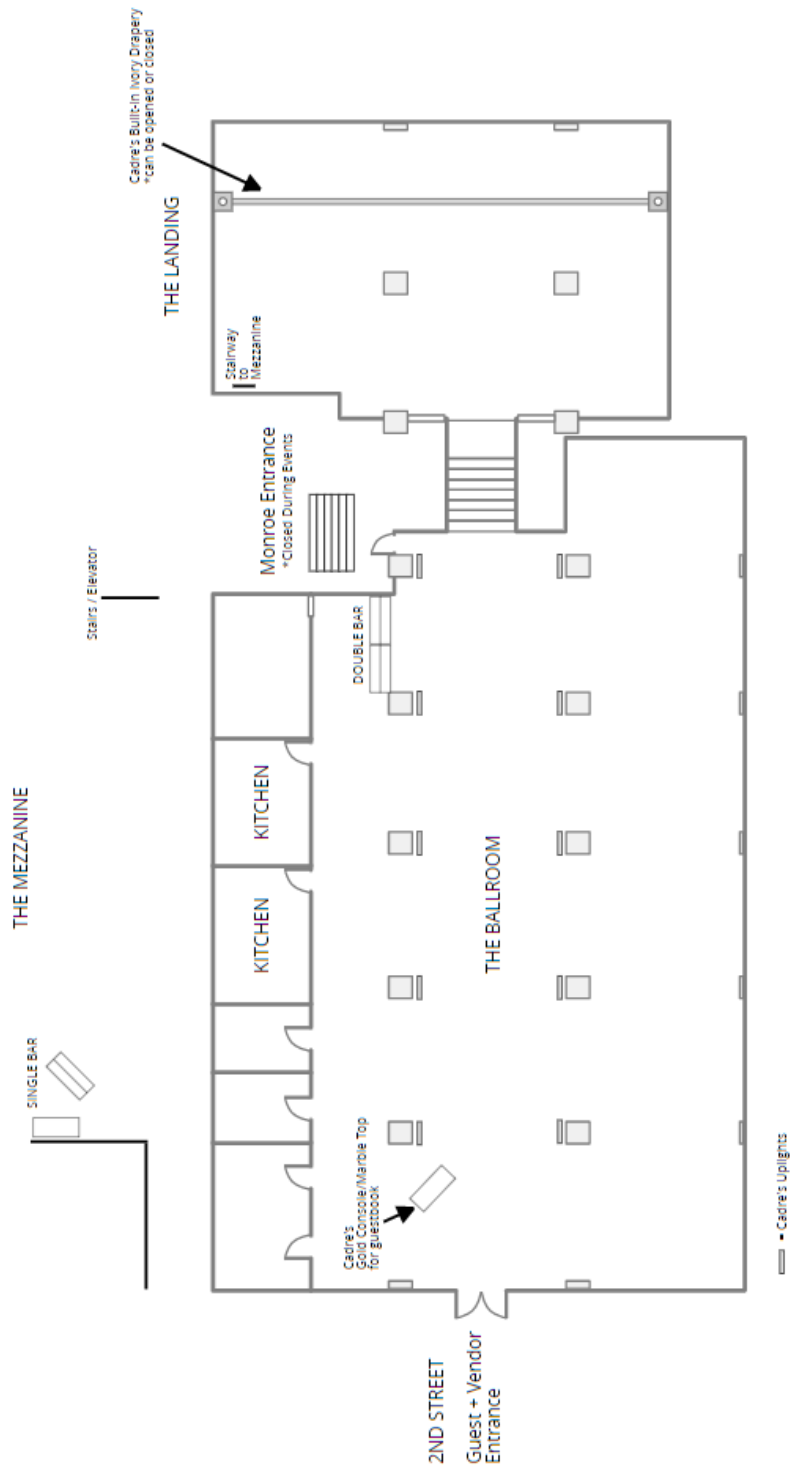
Exclusive access for bridal and engagement portraits

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 Curtain Call, White Door Events, and Mahaffey Tent & Event Rentals.

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*Our Venue Manager will customize your floor plan
to best fit your project needs.*

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MEET YOUR CADRE TEAM



BETSY MCKAY

Director of Sales + Bar Manager

Betsy has been the Director of Sales + Bar Manager 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 rental quotes, and is in charge of client billing and anything financial.

HANNAH REASONS

Venue & 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

The Cadre Building works exclusively with Paradox Catering & Consulting, LLC to customize bar menus for our clients' events. Beverages may be purchased by a host bar package or based on consumption. Credit card bars are available for corporate and non profit events only. Prices include tax and are subject to a 23% 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	\$16	\$28	\$33	\$38
Two Hours	\$20	\$38	\$44	\$50
Three Hours	\$24	\$48	\$55	\$62
Four Hours	\$30	\$58	\$66	\$136
Five Hours	\$36	\$68	\$77	\$148

CONSUMPTION BAR

The host is only charged for what is consumed, also known as "per drink" pricing. This is like running a tab at a restaurant. **There is a consumption bar tab minimum of \$4,000 that must be met.** Once that minimum has been met the client may choose to keep their tab running, or flip to a credit card bar where guests purchase their own beverages.

SIGNATURE DRINKS

His and hers signature drinks are very popular for our wedding events. Clients may select up to two signature drinks to add onto our host bar or consumption bar packages. Signature drinks will be pre-paid for based on the count and liquor level you select.



CREDIT CARD BAR

This package is only available for corporate and non-profit events. The host pays an \$800 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 the premises and only accept credit/debit cards.

Domestic Beer \$7
Local/Import Beer \$8

House Wine \$8

Silver Liquor and Wine \$10

Gold Liquor and Wine \$12
Platinum Liquor and Wine \$13
Soft Drinks \$3

NON-ALCOHOLIC BEVERAGE PACKAGES

Unlimited non-alcoholic beverage service, including coffee and tea, is \$6 per person plus 9.75% sales tax and 23% service charge.

BARTENDER GRATUITY

Please mark the box next to your preferred tipping method

☐ Bar staff is allowed to display tip jars on their bar fronts

☐ Client will provide a cash tip envelope to the venue manager to distribute to the bar staff

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 (choose 2):

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

LOCAL (choose 1):

- ☐ Crosstown Traffic IPA
- ☐ Ghost River Golden Ale
- ☐ Memphis Made Fireside
- ☐ Wiseacre Ananda
- ☐ Wiseacre Tiny Bomb

IMPORT (choose 1):

- ☐ Corona
- ☐ Stella Artois
- ☐ Topo Chico Seltzer
- ☐ White Claw

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 are subject to a 23% 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 that we stock. 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. **Customization is only available for host bar or consumption bar packages.**

Bar menu selections must be submitted **30 days** prior to your event date or the selections will be made for you. Guaranteed guest count must match the anticipated attendance and be 30 days prior to the event date.

SILVER LIQUOR

Package includes:

Cruzan Silver Rum
Cuervo Silver Tequila
Famous Grouse Scotch
Four Roses Bourbon
New Amsterdam Gin
Svedka Vodka

Select four silver level 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 Rosé
- ☐ La Playa Sauvignon Blanc

GOLD LIQUOR

Package includes:

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

Select four gold level wine varietals

- ☐ Caposaldo Moscato
- ☐ Ferrari Carano Fume Blanc
- ☐ Ferrari Carano Pinot Grigio
- ☐ Cote de Roses Rosé
- ☐ Josh Cellars Cabernet Sauvignon
- ☐ Josh Cellars Merlot
- ☐ La Marca Prosecco
- ☐ Storypoint Chardonnay
- ☐ Storypoint Pinot Noir

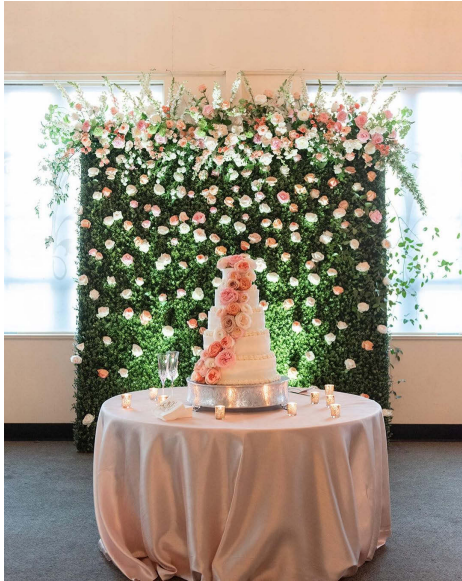
PLATINUM LIQUOR

Package includes:

Appleton Estate Rum
Chivas Scotch
Grey Goose Vodka
Hendrick's Gin
Knob Creek Bourbon
Patron Silver Tequila

Select four platinum level wine varietals

- ☐ Banfi Prosecco
- ☐ Beringer Knight's Valley Cabernet Sauvignon
- ☐ Kim Crawford Sauvignon Blanc
- ☐ Santi Pinot Grigio
- ☐ Saracco Moscato
- ☐ Ventana Chardonnay
- ☐ Ventana Pinot Noir
- ☐ Whispering Angel Rosé



IT'S ALL IN THE DETAILS

Let us help you create a customized experience for all of your attendees with event enhancement items. We work with Curtain Call, White Door Events, and Mahaffey Event and Tent Rentals for all the beautiful details.



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

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



STAGING FOR BAND

HEAD TABLE OR DJ RISER PLATFORM



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

ADDITIONAL ROOM
LIGHTING



GOBO LIGHTING

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.



CADRE'S CLASSIC ARCH

(Floral décor is
not included)

\$250



CEREMONY DRAPERY

LAVISH LOUNGE FURNITURE



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
(One Commerce garage: 120 Union Avenue;
corner of Union & Second Avenue)

HORSE-DRAWN CARRIAGE

\$250

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



MID - SOUTH
CONCIERGE

VALET PARKING

We work exclusively with Mid-South Concierge for client valet and transportation needs. Please call us for a customized quote.

(Pre-paid parking passes must be purchased for valet)

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

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