

# WOOLWORTH

ON 5<sup>TH</sup>

PRIVATE EVENTS

Located at 221 5th Avenue North in downtown Nashville, Woolworth on 5th was constructed in 1930, and is registered historic site in Nashville.

## PALLADIUM BALLROOM

Being one of the original “five and dime” stores, this space remains true to its past with the original terrazo floors, grand staircase and banister - all while new traditions for the future.

### CAPACITIES

The Palladium Ballroom can accommodate up to:

200 guests for a standing reception

140 guests for a seated buffet

80 or less guest for a plated menu

### FOOD & BEVERAGE MINIMUMS

Monday - Friday Daytime: \$2,000

Saturday - Sunday Daytime: \$4,000

Sunday - Thursday Evening: \$6,000

Friday & Saturday Evening: \$8,000

\*Minimums are subject to change based on time of year.  
Holiday/special event rates may apply

### DETAILS

The above food and beverage minimums are based on:

**Three (#) hour event time block for daytime events**

\*Daytime events can take place any time between 10:00am - 3:00pm on weekdays,  
& 8:00am - 3:00pm on weekends

**Four (4) hour event time block for evening events**

\*Evening events can take place any time between 5:00pm - 11:00pm

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## THE MEZZ

The Mezz is a semi-private space that overlooks the main dining room. It comes fully furnished with cocktail, lounge style seating and a bar.

We do not have a venue rental fee, but instead only require that a certain food and beverage minimum is met (before appropriate taxes & a 22% admin fee\*). All outstanding balances are due the night of the event.

Any groups larger than 25 must reserve the FULL Mezzanine. If your group drops to less than 25 people, we can reserve a section of the space for a \$500 food and beverage minimum.

## CAPACITIES

The Mezz can accommodate up to:

50 guests for a seated Plated menu

70 guests for a seated buffet (can do additional with rentals)

100 guests for standing reception

(if additional room sets are required, an admin fee may apply)

## FOOD & BEVERAGE MINIMUMS

Monday - Sunday Daytime: \$500

Sunday - Thursday Evenings: \$1,000

Friday & Saturday Evening: \$2,000

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## DETAILS

For all events - up to two (2) hours is allowed for the set up prior to the event start time and one (1) hour of tear down post event end time.

\*Additional hours may be purchased for a \$500 extension fee

A signed contract along with a 50% non-refundable deposit is required at the time of booking to confirm/reserve the space.

The appropriate sales tax and admin fee will be required in addition to the food and beverage minimum.

**Woolworth on 5th charges a 22% admin fee for all events\*.**

\*The admin fee includes all standard labor deemed necessary by the venue manager for the event; subject to change based on the guest count. This labor includes but is not limited to: Banquet Captain, servers, bartenders & event greeter.

**Additional labor charges may apply depending on the event.**

This may include but not limited to:

Chef Attendant for action stations  
Guest Count  
Production Point for live entertainment - AV  
Sound Engineer for bands  
Etc.

If the event is canceled within seven (7) days of the event date, or the event in a no call/no show, fifty percent (50%) of the food and beverage minimum, in addition to any confirmed third-party rentals, shall be paid to the venue in full as a cancellation fee.

## THE FOOD & BEVERAGE MINIMUM INCLUDES THE FOLLOWING:

- One (1) 20' permanent bar
- Existing lounge furniture that can seat up to 30 guests
- Bone white china and silverware
- Appropriate glassware
- Catering & bar supplies, i.e. tables, linens, signage, chaffing dishes, etc.

\*outside rentals may be applicable depending on group size

## RENTALS

Woolworth's Venue Manager can assist in the ordering of outside rentals. The cost of outside rentals will be the client's responsibility, and may include, but is not limited to:

Additional tables & chairs  
Linens  
Audio/Visual Equipment  
Stage Lighting  
Projector/Screen  
TV Screens  
Coat Check Service

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## FREQUENTLY ASKED QUESTIONS

### **What if I don't reach the food and beverage minimum?**

If the required food and beverage minimum is not met, the remainder will be charged to meet the minimum.

### **Where should I park?**

Please inquire about our valet. We also recommend a shuttle service for events - our preferred vendor being Grand Avenue. \*Metro Police reserve the right to shut down valet service without notice. It is a rare occurrence, but out of Woolworth management's control.

### **Where are the restrooms located?**

Restrooms are located in the Palladium, in between the elevator and the main staircase.

### **Does the venue at Woolworth have a separate entrance?**

Your guests will enter through the front entrance at Woolworth. The hostess present will direct you and your guests to your event space.

### **Do you offer all-inclusive bar packages?**

Our bar is billed based on consumption. We offer pre-batched non-alcoholic beverages, such as coffee or tea.

### **Can I bring in my own alcohol for my event?**

In compliance with the Tennessee Alcoholic and Beverage Commission, we are required to provide liquor, beer, wine and licensed bartenders for all events.

### **Where can I rent additional decor or equipment for my event?**

Woolworth's Venue Manager would love to coordinate these rentals for you through our preferred vendors, and bill the cost back post-event, on your invoice. You may also handle rentals with any licensed vendors and pay them directly.

### **Does the event time frame include set-up and tear down?**

You have two (2) hours prior to your event for set-up and one (1) hour post-event for tear down. If more time is needed, we can accommodate for an additional fee.

### **Can you provide entertainment for my event?**

Woolworth's Venue Manager is happy to work with you to help you find the perfect band, DJ, or singer-songwriter for your event.

### **Can I schedule a site visit?**

Absolutely! Please contact Hank Walker  
hwalker@woolworthonfifth.com  
615-881-5470