

THE SCARAB CLUB

217 Farnsworth; Detroit, Michigan 48202
Phone 313-831-1250 Fax 313-831-6815
www.scarabclub.org



RENTAL, BEVERAGE SERVICE, & PLANNING INFORMATION

The Scarab Club is an ideal place to host weddings and receptions, business meetings, anniversary and birthday celebrations, graduation parties, funeral luncheons, bar and bat mitzvah celebrations, baptismal luncheons, retirement parties, bridal and baby showers, first-communion luncheons, holiday celebrations, and all types of family, social, and business gatherings.

Please call for an appointment to have a private tour of the club. Our staff is eager to welcome you and make your event perfect in every way. Thank you for considering the Scarab Club.

RENTAL INFORMATION

ROOMS:

1st Floor - Our spacious first-floor art gallery, with rotating shows by outstanding artists, is an open, light, hardwood-floored room with French doors overlooking our charming, walled English garden, in full bloom throughout the warm months of the year.

2nd Floor - Our second-floor lounge is a more intimate space, truly an old-Detroit club atmosphere with a working fireplace and wooden beams signed by some of the most famous artists of the twentieth century.

CAPACITY:

- The gallery holds 80-100 seated or 120 standing.
- The lounge holds up to 50 seated
- The historic room, seating about 15 people, is located off the lounge and it is ideal for a buffet or for hosting a meeting

SET-UP/BREAKDOWN:

- A \$20/hour charge will be assessed for set up/breakdown. All labor hours are based on the total time of the function, plus two hours for set up and one hour for cleanup. If the event requires additional setup or cleanup other fees will apply.
- A floor plan is requested one week prior to the event. Changes to the floor plan are subject to increased labor charges.

STAFFING:

- A \$12/hour charge will be assessed for staffing. Staffing includes a door greeter, security person and bar back.

BEVERAGE / CATERING SERVICE:

- Excluding wedding cakes, food and beverages may not be brought into or taken from the Scarab Club by the renter, his/her guests, or other invitees. Catering is by exclusive contract with the Caucus Club restaurant. No outside caterer is permitted. The renter deals with Caucus Club restaurant: Mary Belloni #313-965-4970 directly for catering arrangements for food for the event. All food and beverages charges are subject to change due to market conditions. Firm prices will be guaranteed (30) thirty days prior to the event upon request.
- **The Michigan State Liquor Control Commission regulates the sale and service of all alcoholic beverages. The Scarab Club holds a club class liquor license. Only \$350-level patron members (plus distance and corporate members) may serve alcohol. Non-members may join the Scarab Club in order to serve alcohol.** Cash bars are not allowed for rentals, under Michigan law. The Scarab Club handles all beverage arrangements.

- The club’s exclusive caterer is Caucus Club, please call Mary Belloni #313-965-4970 directly for further inquiry or while consulting for your event, our volunteer event coordinator, Lynn Jovick, will arrange a meeting with the catering manager to discuss their unique and traditional menu options.

EVENT COORDINATION SERVICE:

Event coordination service is available, from our volunteer event coordinator, Lynn Jovick #586-215-6676. Lynn will offer you options to make your event as elegant or casual, as you imagined. From complete floral, to rentals of tents, décor, and linens, as well as entertainment, and photography. We have the resources to help make planning your event a pleasure. A FREE 1 hour consultation with our event coordinator is included with your booking.

RATES / PAYMENT:

All rental rates are per hour, from first arrival of host or guests to last departure from the building.

- Days (9 am – 5 pm): 4 hours minimum charge
- Evenings (5 pm – midnight): 5 hours minimum charge

Rental rates are subject to change.

One-half the total fee is required to reserve the date, with final payment due five business days prior to the event. A deposit and signed contract is required to hold any requested dates. No dates are held without a deposit and signed contract.

RENTAL RATES

	MEMBERS & CHARITABLE/NON-PROFIT				NON-MEMBERS (SERVING NO ALCOHOL)			
	Weekdays/hr.		Weekends/hr.		Weekdays/hr.		Weekends/hr.	
	DAY 9AM -5PM	EVENING 5PM-12MID	DAY 9AM - 5PM	EVENING 5PM - MID	DAY 9AM -5PM	EVENING 5PM -12 MID	DAY 9AM - 5PM	EVENING 5PM - MID
Rooms To Be Rented								
1st Floor	4 HOUR MIN	5 HOUR MIN	4 HOUR MIN	5 HOUR MIN	4 HOUR MIN	5 HOUR MIN	4 HOUR MIN	5 HOUR MIN
Main Gallery & Garden	\$93 P/H	\$129 P/H	\$190 P/H	\$221 P/H	\$133 P/H	\$161 P/H	\$202 P/H	\$276 P/H
<i>Seating Capacity 80-100</i>	\$372	\$645	\$760	\$1,105	\$532	\$805	\$808	\$1,380
<i>Standing 120</i>								
Garden Only	\$41 P/H		\$52 P/H		\$ 58 P/H		\$ 69 P/H	
	\$164	n/a	\$208	n/a	\$232	n/a	\$276	n/a
2nd Floor	\$46 P/H	\$52 P/H	\$52 P/H	\$63 P/H	\$58 P/H	\$75 P/H	\$92 P/H	\$127 P/H
Lounge & Historic Room	\$184	\$260	\$208	\$317	\$232	\$375	\$368	\$635
<i>Seating Capacity 65</i>								
Historic Room Only	<i>Free for small meetings for members only.</i>							
<i>Seating Capacity 15</i>								
1st & 2nd Floor	\$120 P/H	\$144 P/H	\$235 P/H	\$276 P/H	\$ 173 P/H	\$207 P/H	\$265 P/H	\$345 P/H
	\$480	\$720	\$940	\$1,380	\$692	\$1,035	\$1,060	\$1,725

*Rental rates are subject to change. It is meant as a guide only.
A deposit and signed contract are required to hold any requested dates.*

Tent, Glassware and Equipment Rental

All outside rentals must be ordered through the Scarab Club and Caucus Club. Please contact the Scarab Club for additional information.

BEVERAGE SERVICES

The Scarab Club offers a Per-person Bar. Full bar service (Premium and House) includes standard mixers, condiments and bartenders. All bars are served with plastic glassware. **There will be an additional staff person hired at \$12 per hour if rental glassware is used.** One bartender is required for 100 guests and two bartenders for 125 guests. The bartender fee is \$25/hour with a minimum of \$100. All prices include mixers and bar set-up. Blender drinks are not provided. Sales tax will be added to all bar bills.

PER-PERSON BAR

For this service, the host pays a flat rate for bar service, according to the number of people, the hours requested, and the choice of bar selections, which are listed on the following page. The club will keep a guest register at the building entrance, which will confirm the number of guests. Fractional hours are rounded up to the next hour.

House Package:

3-4 hours = \$13/person
5-6 hours = \$16/person
7-8 hours = \$19/person

Premium Package:

3-4 hours = \$15/person
5-6 hours = \$18/person
7-8 hours = \$21/person

Beer, Wine, & Non-alcoholic Package

3-4 hours = \$12/person
5-6 hours = \$15/person
7-8 hours = \$18/person

Non-alcoholic Package

3-4 hours = \$6/person
5-6 hours = \$8/person
7-8 hours = \$10/person

HOUSE PACKAGE

WINE (Prices based on 750 ml bottles unless noted.)

House Merlot and Chardonnay

BEER

Labatts Blue
Bud Light

LIQUOR

Cruzan Rum
Beefeater Gin
Royal Canadian
Dewars Scotch
Jack Daniels Whiskey
Smirnoff Vodka

NON-ALCOHOLIC BEVERAGES

Coke
Diet Coke
Sprite
Orange Juice
Bottled Water

PREMIUM PACKAGE

WINE

Premium Merlot and Chardonnay

BEER

Bud
Bud Light
Labatts Blue
Amstel Light
Heineken

LIQUOR

Svedka Vodka
Bacardi Rum
Crown Royal Whiskey
Bombay Sapphire Gin
Johnny Walker Black

LIQUEURS/CORDIALS

Kahlua
Bailey's Irish Cream
Frangelico
Chambord
Martel VS

NON-ALCOHOLIC BEVERAGES

same as above

Liability

- The Scarab Club is not liable for injuries, damages or loss to persons or property that arises from use of the premises. The person (s) or organization (s) contracting the facility is required to assume this liability.
- Damages to the facility that incur during the event may be charged to the contracting party. There is a \$250.00 refundable damage deposit. This deposit must be paid with a separate check 7 (seven) business days prior to the event with final payment. The damage deposit will be refunded back to you within 10 (ten) business days after your event.
- The Scarab Club will not accept shipment of any items until 2 days prior to the event and will not be held responsible for storage or security of these items prior to this time.

General Information

- The Scarab Club requires all rental functions to provide a central contact person during the time of the event. This information is required no later than five days prior to the event.
- The Scarab Club also requires a timetable from the rental party in order to insure an efficient schedule. This timetable is required no later than five days prior to the event.