



G THE GILLESPIE & PASSALINO'S

LOUISVILLE'S CLASSIC VENUE

502.584.8080

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WWW.THEGILLESPIE.COM

421 W. Market St, Louisville, KY 40202

207 W. Market St, Louisville, KY 40202

General Information

Included

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

Extras

- Ceremony Fee: \$500
- Staffing
 - \$200/staff member
 - based on 4 hour event
- Coat check (seasonal- optional)
- Photo booth Rental: \$300
- Wedding Coordinator: \$1,000
- Beverage Packages (info on page 7)
- Glassware rental: \$4.50/pp (optional)
 - Delivery Charges (varies)
- Wine Service: \$3.50/pp (optional)
- Champagne Toast: \$3.00/pp (optional)
- Holiday Weekend: Saturday price + \$1,000

Requirements & Policies

- Open Vendor Policy
 - Caterer & DJ must be pre approved and carry business insurance
- All vendors must carry liability insurance
- Client must carry liability insurance
- All events must purchase a beverage package



Matt Stryker Photography

Era26 Photography



The Grand Ballroom

Capacity:

400 with dance floor

600 cocktail style

850 standing room

Pricing

Friday..... \$3,000

Saturday..... \$5,000

Sunday..... \$3,000

(Included: Tables, Chairs, Centerpieces, Uplights, 14 hour rental)



Austin Sarver Photography

The Loft



Capacity:

300 with dance floor
350 cocktail style
400 standing room

Pricing

Friday.....	\$2,500
Saturday.....	\$2,950
Sunday.....	\$2,500

(Included: Tables, Chairs, Centerpieces, Uplights, 14 hour rental)

Passalino's

Capacity:

150 with dance floor

250 cocktail style

350 standing room

Pricing

Friday..... \$2,500

Saturday..... \$3,500

Sunday..... \$2,500

(Included: Tables, Chairs, Centerpieces, Uplights, 14 hour rental)





Capacity:

100 with dance floor
150 cocktail style
200 standing room

Friday.....	\$1,500
Saturday.....	\$1,800
Sunday.....	\$1,500

(Included: Tables, Chairs, Centerpieces, 14 hour rental)

Beverage Packages

Basic Beverage Package

\$6.00 per person

Coke, Diet Coke, Sprite, Ginger Ale

Beer, Wine & Soda Package

\$18.00 per person

3 Domestic Beers

3 House Wines

& Sodas

Classic Beverage Package

\$25.00 per person

1 Premium Vodka, Bourbon,
Gin & Rum

3 Domestic Beers

3 House Wines

& Sodas

Deluxe Beverage Package

\$34.00 per person

1 Top-Shelf Vodka,
Bourbon, Gin & Rum

3 Domestic Beers

1 import Beer

3 premium Wines

& Sodas

Domestic Beer Options

Bud Light, Budweiser, Miller Lite, Coors Light, Michelob Ultra

Import Beer Options

Stella Artois, Heineken, Corona, Angry Orchard Cider

Premium Spirits

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

Top Shelf Spirits

Tito's Vodka, Woodford Bourbon, McCormick Gin, Barton's Rum

- 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.

Detailed Information

Rental Period

You will have use of the facility for 14 hours. A guideline is: 6 hours set up, 6 hours for event, 2 hours for load out/clean up (required). The time for cleanup is designated for your vendors use only. All guests are expected to exit no later than midnight. Overtime charges of \$150/hour will apply after the 14th hour.

Common Areas

Common areas such as the foyer may be shared with another group.

Kitchen Facilities

All of our spaces have a large prep kitchen equipped with commercial ice makers and spacious counter tops. Our kitchens are strictly for prepping, plating, and presentation of food. There is no cooking equipment.

Wedding Coordinators

We offer Day of Coordination Services. This person will create timelines, execute rehearsal, ceremony, and reception events. They will deliver a detailed timeline and finalize the floorplan for you! Outside coordinators are allowed pending approval.

Alcohol Policy

The Gillespie & Passalino's are the only licensed authority to sell and serve on the premises. Fines will be assessed and forfeit of security deposit should you be found in violation of this.

Secure Date & Reservation

To secure your date we require a signed contract, 50% facility rental deposit and a \$500 security deposit. All remaining balances are due 30 days prior to your event. Events not paid in full 14 days prior to will be canceled.

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 your date change. You may change your event date one time for that fee. No refunds will be given.

Vendor Policy

We offer an open vendor policy though we do have a list of suggested vendors that have proved to do a great job for their customers and our clients.

Vendor Requirements

All vendors that work at or make deliverables to our space must be licensed (if applicable) and insured. All vendors must submit their business license (if applicable) and certificate of insurance 45 days prior to event.

Outside catering is allowed.

Insurance Requirement

Clients are required to carry special Events Liability Insurance for their events. Contract contains specifics.

Additional Resources

Parking Options

On Street Parking

- Free after 6pm

Garage Parking

- 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

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 14 hours. This includes time to set up and clean up. (A standard guideline is: 6 hours for set up, 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 14th 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?

No, We do not! We do have a list of SUGGESTED vendors that have proven to do a great job for all their customers and clients. All DJs and Caterers must be pre-approved!

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 CANCELLATION.

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 14 hours will begin based on the time-line discussed with your event coordinator. If you feel you need more time, additional hours may be purchased.