Magnolia Room Event Rentals

Rates, Policies & Booking Information

Rental Rates & Hours

On-Hours Rentals — $100/hour *(Within normal bar operating hours)*	**Off-Hours Rentals — $50/hour** *(Outside of normal bar operating hours)*
Tuesday–Thursday: 5:30 PM – 10:00 PM Friday–Saturday: 5:30 PM – 11:00 PM	Sunday–Monday: 8:00 AM – 10:00 PM Tuesday–Saturday: 8:00 AM – 5:30 PM

General Rental Information

All rentals include exclusive use of the dining space.

- On-hours rentals: The patio remains open to the public. Bar-top seating may be used by other patrons, who will be directed to the patio or hotel lobby.
- Off-hours rentals: Include exclusive use of the dining space and patio.

All rentals require a 2 hour minimum to book. Rental includes 30 minutes before and after the event for setup and breakdown at no additional charge. A 20% service fee applies to the rental charge only.

Our space is handicap accessible and includes access to restrooms. Free parking is available in the Fairfield Inn's private lot. We also have an ice machine on site.

Please note, a rental is only required if you would like exclusive use of the dining space, or you plan to alter the space in any way, including decorations. Large groups are welcome to gather during normal bar hours without a rental booking; however, advance notice is requested to ensure adequate staffing. Large parties may prefer to rent the hotel meeting room adjacent to the bar instead of or in addition to booking with us directly. The meeting room offers a large conference table which is often used for food or catering. Please contact the Fairfield Inn directly for information on renting their space.

Decorations Policy

- Decorations must be free-standing and non-damaging.
- No confetti, glitter, rice, or similar materials.
- No open flames. LED candles only.
- Balloons are permitted; no releases.
- All décor must be removed at the end of the event within the allotted breakdown time.
- Management reserves the right to remove any décor deemed unsafe or damaging.

A rental is required for any event involving decorations.

Food & Alcohol Policies

- The bar does not serve food; outside food and catering are allowed.
- Additional tables are available upon request for catering set-up.
- Outside alcohol is prohibited in all bar spaces (dining room and patio) whenever the bar is open.
- Beer or wine may be permitted during off-hours rentals only with advance approval; liquor is strictly prohibited.

Bar Service for Off-Hours Event

It can be arranged for the bar to be open to provide drink service during an off-hours rental. This does require an additional staffing fee, which is dependent on the size and duration of your event. Off-hours bar service can be arranged for guests to self-pay or as a hosted open bar.

Hosted Open Bar (Single Tab)

A hosted open bar simply means all event guests' drinks are placed on one tab paid by the host. A hosted open bar may be arranged during normal bar hours with or without a rental. Advance notice is required.

Additional requirements:

- Guest identification required (wristbands or drink tickets)
- Copy of drink tickets or advance notice of identifier
- Card on file prior to service
- 25% minimum gratuity on hosted open bar tabs

Payment & Cancellations

We do not currently require a deposit to book. Payment is due in full prior to the start of your rental. A staff member will take payment during your set-up window. We accept cash or card. If you need to cancel your event, please notify us by email as early as possible and at least 24 hours in advance of scheduled booking. All rental charges are nonrefundable.

Event Rental Booking Agreement

Occasion/Event Name:	
Client Name:	
Phone Number:	
Email Address:	
Event Date:	
Event Time:	
Estimated Guest Count:	
Rental Type: (On-Hours/Off Hours)	
Hosted Open Bar (Yes/No)	
Additional Notes:	

By signing below, the client acknowledges that they have read, understand, and agree to all rental policies outlined in this document. The client accepts full responsibility for the conduct and compliance of all event guests. Any violation of venue policies may result in the immediate termination of the event.

_____ _____

Client Signature Date

Please submit completed booking agreement as a legible JPG, PNG, or PDF attachment via email to info@themagroom.com. A confirmation email will be sent upon review. Rental bookings are subject to availability.

Frequently Asked Questions

How many people can the Magnolia Room accommodate?

Our fire-code capacity is 50 for the dining space and an additional 50 on the patio, for a total 100 people maximum in our space. We have seating for about 36 people each in the dining room and on the patio.

Do I have to rent the space to host an event there?

No, you do not have to rent the space. We often have book clubs and similar group outings hosted in our space. However, rentals have first priority. If you are planning to gather without a rental, please email us in advance to be sure the dining space is available and we have sufficient staffing scheduled to ensure smooth service for your group!

Can the Magnolia Room assist with food or catering?

We do not provide catering ourselves, but are happy to assist with locating local options. We do also have additional tables available upon request for catering use. We do not provide assistance for catering set up or service.

What if I want to provide an open hosted bar, but limit the number of drinks?

In this case, we recommend providing your guests with drink tickets rather than party identifiers. You can specify how the drink tickets can be redeemed, such as for beer or wine only, or set a maximum dollar amount for the drink.

Can the bar offer a special drink menu for my event?

Yes, with advance notice we can feature “HIs & Hers” or similar specialty menus, provided the drinks require only ingredients we already carry.

Can live music be arranged for my event?

No, the Magnolia Room does not maintain licensing for live music and as such can not accommodate a musical performance.