



a comfortably elegant  
event space

# The Magnolia Room

North Alabama's premier banquet and event facility.

216 Moulton Street, Decatur, AL 35601      Ph. 256-580-6160

[www.themagnoliaroomdecatur.com](http://www.themagnoliaroomdecatur.com)



Conveniently located in the Downtown Historic District of Decatur, Alabama. The space is perfectly suited for your special event and designed with incredible attention to the details necessary for joyous weddings, successful business meetings, holiday celebrations and parties of any kind. The Magnolia Room can accommodate an intimate group of 15 up to a large group of 250.

The Magnolia Room is in an historic building which maintains its original historic architectural traits. The beautiful maple wood floors, 14 foot high ceilings and big bold windows have been preserved to remind us of the craftsmanship of previous times, while contemporary elements, such as the 14 foot hand-hewn cherry wood bar, modern bathrooms with marble floors, track spot lighting, LED up lighting, and plush lounge seating area offer creative styling that's contemporary yet comfortable.

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## Services/Amenities

14ft. high ceilings  
Dramatic picture windows  
Complete catering kitchen  
Dressing room / bridal suite

3,000 square foot room  
Original maple wood flooring  
Ample and safe parking  
Full-service bar



## Rental of The Magnolia Room includes:

Twenty 60-inch round tables  
Use of the catering kitchen  
Small sound system  
Cleaning and trash removal

160 natural wood folding chairs  
Dressing room/ Bridal suite  
Projector  
Set up of tables and chairs



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## Outside Vendors

These are vendors that our clients use at The Magnolia Room on a regular basis. Please let them know you got their information from The Magnolia Room.

### Florist and Floral Design

Simpson's Florist, Kristen Bentley  
902 6<sup>TH</sup> Ave SE, Decatur AL 35601  
256-353-7654      [Simpsonsflorist.org](http://Simpsonsflorist.org)



### Caterers

Simp McGhee's  
725 Bank St NE  
Decatur AL 35601  
256-353-6284  
[Simpmcghees.com](http://Simpmcghees.com)

JW Steakhouse  
45 Marco Dr.  
Decatur AL 35601  
256-355-5560  
[Jwsteakhouse.com](http://Jwsteakhouse.com)

The Railyard  
209 2<sup>nd</sup> Ave SE  
Decatur AL 35601  
256-580-5707  
[Therailyarddecatur.com](http://Therailyarddecatur.com)

Moe's Original BBQ  
202 Moulton St. E, Suite C  
Decatur AL 35601  
(256) 686-4112  
[Moesoriginalbbq.com](http://Moesoriginalbbq.com)

Let's Do Lunch  
435 Holly St NE  
Decatur, AL 35601  
(256) 340-1317  
[Letsdolunchdecatur.com](http://Letsdolunchdecatur.com)

## Music/ Disc Jockeys

DJ Jammin Jeff  
256-466-8742  
Djjamminjeff.com

The Mix Show  
Eric Stovall  
256-214-6040

## Rental Companies

Americ Equipment Rental  
950 US 31  
Hartselle AL 35640  
256-773-3051  
Americrentals.com

Rental World  
2713 Spring Ave SW  
Decatur AL 35603  
256-350-3333  
Rentalworlddecatur.com

## Other Vendors

The Paper Chase  
Ashley Ashwander  
706 Bank St  
Decatur AL 35601  
256-355-8993  
Thepaperchasedecatur.com

## Distance to Outdoor Wedding Venues

Bank Street Greens.....0.7 miles/ 5 minutes  
The Chapel at Point Mallard.....4 miles/ 9 minutes  
The Rose Garden at Delano Park.....0.7 miles/ 5 minutes  
Frazier Park.....0.5 miles/ 5 minutes  
Daikin Garden.....0.5 miles/ 5 minutes



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## Alcoholic Beverage Service Package.....\$250

All alcoholic beverages must be supplied by and served by employees of The Magnolia Room. No outside alcoholic beverages are allowed by law. This package is for up to 100 guests and includes the bar set up and staffing required to serve alcoholic beverages to your guests. An additional \$50 will be added for each additional 50 guests.

### Alcoholic Beverage Service Policy

- The Magnolia Room will not serve alcoholic beverages to any guest who is under the legal drinking age or anyone who appears to be intoxicated. Rental clients are expected to assist management in behavior control of guests.
- Glassware must be rented. The Magnolia Room only provides clear plastic cups.
- Special order alcohol is available and must be paid in full in advance of ordering. Requests for special orders will not be taken less than thirty days prior to the event.
- Following the event, unused special-order liquor or beer cannot be returned to the distributor for reimbursement nor may the client take unopened bottles from the premises due to city and state laws. Unopened wine may be taken by the client.
- Bar drinks and pricing available upon request.





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## Pricing Information

The following are our normal rental rates. Because every event is different, please contact us to discuss your event as additional fees and/or discounts may apply. These rental rates are subject to change without notice until an event is booked and deposit received.

### All Day Rental

Monday thru Thursday	\$775
Sunday	\$1100
Friday	\$1850
Saturday	\$1995
Friday and Saturday Package	\$2975

### Half Day Rental (6 hours)

Sunday thru Thursday	\$550 (\$125 for each additional hour)
Friday	\$850 (\$200 for each additional hour)
Saturday	\$950 (\$225 for each additional hour)

### Breakfast or Lunch Meeting Rental (3 hours)

All Friday and Saturday 3 hour rentals must conclude before 3pm

Monday thru Thursday	\$350 (\$100 for each additional hour)
Friday	\$450 (\$200 for each additional hour)
Saturday	\$550 (\$225 for each additional hour)
Sunday	\$450 (\$125 for each additional hour)

### Holidays

An additional \$300 will be added to the normal rental rate for events held on Thanksgiving Day, Christmas Eve, Christmas Day, and New Year's Eve, and New Year's Day.

### Multi Day/ Weekly Rentals

Please contact us to discuss your event and pricing

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# Additional Equipment Rental



Linens (white or black) \$7 each

The Magnolia Room can rent additional tables and chairs on your behalf from one of our partner rental companies. An \$80 delivery fee applies to all table and chair rentals.

30 Inch High Top Tables	\$15 per table
60 Inch Round Table	\$15 per table
Natural Wood Folding Chairs	\$4 per chair

**Fees:** The final fee is the sum of all fees associated in the rental of The Magnolia Room. This includes, but not limited to room rental, equipment rental, security, bar fees and deposits, bartenders, additional staff, damage deposit, additional set up time, etc. Payment for an open bar will be made at the end of the night and is not included in the final fee. The Magnolia Room (TMR) accepts cash, checks, certified funds, and credit cards (Visa, MasterCard, Discover, and AMEX).

**Deposit:** A deposit of 50% of the rental fee is required to reserve a date on our calendar.

**Damage Deposit:** A damage deposit of \$300 is required prior to the event. Refund of the damage deposit is subject to management inspection of TMR following the event. The renter is fully responsible for any damage or loss to the premises or any objects contained therein, during the function. Events extending past the rental time will be charged the hourly rate or after hour rate for that day. This charge will be deducted from the damage deposit. Any unauthorized outside alcoholic beverages will automatically void the entire damage deposit. All refunds will be made by check and mailed within 7 business days from the event. Outside alcohol will automatically forfeit the entire security deposit.

**Refund Policy:** All costs incurred by TMR specifically for event will be deducted from any refund amount due based on the following schedule. All refunds will be made by check and mailed within 7 business days from the request.

More than 9 months prior to the event.....75% of deposit is refundable  
More than 6 months prior to the event.....50% of deposit is refundable  
More than 90 days prior to the event.....25% of deposit is refundable  
Less than 90 days prior to the event.....deposit is non-refundable.



## Viewing & Booking

Once you have reviewed our rental package and would like to schedule a site tour please feel free to contact our booking coordinator at 256-580-6160 or [info@TMRDecatur.com](mailto:info@TMRDecatur.com). Tours of our facility are scheduled based on availability, and last about 20 minutes to half an hour.

## Booking a Date

If you wish to book on a date, please contact our booking coordinator as soon as possible. We will confirm current availability and place a hold on your chosen date. At this time, your information and hold status will be entered into our booking calendar and you will be sent a quote and rental agreement via email as a confirmation of your hold. There is no charge to place a hold on a date. We highly recommend using this time to review the catering options and explore other details for your event. The quote, rental agreement and your hold will be valid for 1 week, or until another client is interested to book that same date, whichever comes first. Should another client wish to book the date you have a first hold on, you will be notified that you have 24 hours to put down the required deposit to secure the date or pass on the date to the next party. To confirm the booking of your chosen date, a 50% deposit is required along with returning the approved Quote and Rental Agreement. Contact us at 256-580-6160 or [info@TMRDecatur.com](mailto:info@TMRDecatur.com).

**We look forward to hearing from you!**



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# The Magnolia Room FAQ's

## Most commonly asked Questions & Answers:

1. General Information
2. Catering & Other Vendors
3. Timeline
4. Paperwork

### 1. General Information

#### What is included in the rental package?

All rental packages at The Magnolia Room include setup and teardown of all tables and chairs. You will be responsible only for what you bring to the event. We will ask for a pre-event meeting to get details of how you would like the room set up. The room will be set up prior to your arrival for decorating. The rental rate includes all cleaning fees.

### 2. Catering and Other Vendors

#### Do I need to book a catering company separately? Which caterers do you recommend?

The Magnolia Room allows a wide range of food options. You are welcome to bring in your own food or book a caterer of your choice. The Magnolia Room has several caterers on our Outside Vendor list. These caterers offer a wide range of menus and prices, designed to meet a variety of preferences and budgets. Consult with your chosen caterer to arrange your catering menu details and costs. Please note that you or your caterer will need to provide all dishes, flatware, and catering equipment needed for your event. You and/or your caterer will be responsible for removing all rented dishes and cleaning the kitchen at the end of your event. It is also recommended that you discuss how much time your caterer will need to set up before your event so you can factor that into your rental time.

#### Which other vendors do I need to book?

You are responsible for booking your own DJ, florist, cake supplier, photographer, and any other vendor that you might need. Please see our outside vendor list for vendors that have been to The Magnolia Room before. Please note that we have no control over the services that these vendors provide. Please do your research and book any outside vendor at your own risk.

### 3. Timeline

#### **What time can I arrive on the day of my event?**

For an all-day rental, the room will be available to you any time after 5am. For all other rental options, all decorating, the event, and clean up should all be done within the selected rental time. Please keep set up time for outside vendors in mind when booking your event.

#### **Can I extend my event to end later?**

The Magnolia Room all-day rental package has a comfortable 11:00 pm event end time. This gives an hour from 11:00 pm to 12:00 am for you to gather your personal belongings (gifts, cake, decorations, food, dishes, etc.) and vacate the building. You may extend your event past the regular end time of 11:00 pm upon approval up to 1:00 am with an **additional charge of \$250.00 per half hour**. The 11:00 pm end time and the half hour extension fee apply to all rentals. Additional charges for extended staffing may also apply.

#### **When do I have to have everything out by?**

The Magnolia Room asks that you gather and clear out all personal belongings (such as wedding gifts, décor elements, wedding cake, extra food, rented dishes, etc.) at the end of the event rental time.

### 4. Paperwork

Which documents do I need to get, and when do you need them?

#### **Rental Contract**

Upon confirming your booking by placing the deposit on your date, you will have signed our event rental agreement. We keep a copy of that in our file for reference. We suggest you also keep a signed copy for your records.

#### **Invoices**

To book your date, a deposit equal to 50% of the rental fee is required. The remaining 50% of the rental is due 90 days from the event date. If your event date is less than 90 days away when you book, the deposit will be the full rental fee. The final balance (linens, bar service fee, etc.) is due 30 days before your event. At this point, we ask for payment of the remaining balance to date. During the week before your event, we will invoice any items you might have added in the final planning stages. This invoice plus any bar charges should be paid at the end of the event.

**We hope this document of FAQ's was helpful.**

