



# FIVE POINTS

WASHINGTON



## Wedding Reception Informational Packet





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## Silver Package

Includes: Tables & Chairs, Set-up & Tear-down

Number of Rooms			
1	2	3	4
\$700	\$1,100	\$1,500	\$1,700

## Gold Package

Includes: Silver Package + Linens, Skirting, Chair Covers, Napkins, Dance Floor, Staging

Number of Rooms			
1	2	3	4
\$1,200	\$2,000	\$2,900	\$3,500

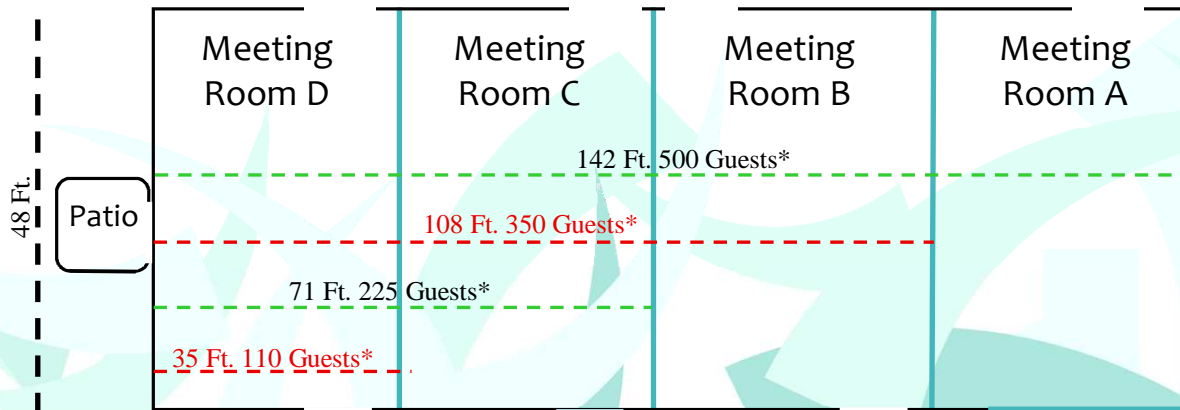
## Platinum Package

Includes: Gold Package + Champagne Toast, Ceiling Draping Decoration \*\*

(\*refer to Create A Scene flyer on next page for details)

Number of Rooms			
1	2	3	4
\$1,500	\$2,400	\$3,500	\$4,000

\$250 discount applied to all packages if event occurs on a Friday or Sunday evening.



Movable Wall

\*Guest capacity determined with no dance floor or extra tables needed such as cake, gift, buffet, beverage, & snack table. If all of these are needed, guest capacity will decrease between 50 and 200 depending on the number of rooms one reserves.

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# Draping Options



## Flower Balls

This is one of our more popular centers. We can also add additional colors to make your colors coordinate.

## Finished Fabric Center

A simple elegant touch to the center of the draping. This can be done in variety of colors or monochromatic to keep it simple.



## Lanterns

Add a pop of fun and color to your reception with this center draping. You can mix/match any of our lantern colors to fit your needs.

These 3 options are included free when choosing the draping option. If you would like something different, an additional fee will apply accordingly.



304 North St.  
Washington, IL 61571  
309-256-6443

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## Cash Bar Service Pricing List

### Well Brands: \$ 4.00

Vodka, Gin, Light Rum, Whiskey, Tequila, Amaretto, Peach Schnapps, Peppermint Schnapps, Sour Apple Schnapps

### Call Brands: \$ 4.50

Captain Morgan, J&B Scotch, Jose Cuervo, Smirnoff, Seagrams 7, Southern Comfort, Korbel Brandy, Malibu Rum, Bacardi Rum, UV Blue Vodka, UV Cake Vodka, UV Red Vodka

### Premium Brands: \$ 5.00

Crown Royal, Bailey's, Kahua, Tangueray, Jagermeister, Jack Daniel's, Glenfiddich Scotch, Johnny Walker Black Label, Absolute Vodka, Maker's Mark Bourbon, Grey Goose Vodka

### Top Shelf Brands: \$6.00

Glenlivet Scotch

### House Wine :

Bottle \$18.00 (5 servings)

Glass \$ 4.50

Cabernet Sauvignon, Pinot Noir, Merlot, Chardonnay, White Zinfandel, Pinot Grigio, Riesling  
(Other brands and types of Wine or Champagne available by request – Pricing may vary)

### Champagne: Verdi Spumante

Bottle \$18.00 (5 servings)

Glass \$ 4.50

### Domestic Bottled Beer: \$ 3.00

Budweiser / Bud Light / Bud Light Lime

Michelob Ultra

Miller Lite / MGD / Miller 64

Coors Light

O'Doul's

Kaliber Non-Alcohol

### Imported Bottled Beer: \$ 4.00

Corona

Fat Tire

Heineken

Killians Red

Amstel Light

Newcastle

Blue Moon

Peroni

### Soda, Juice: \$1.50

Pepsi, Diet Pepsi, Sierra Mist, Mountain Dew, Root Beer

Diet Mountain Dew, Lemonade

### Bottled Water: \$2.00

20 oz Aquafina

*Cash bar prices listed above includes sales tax.*

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## Hosted Bar *(Host pays per drink plus applicable sales tax and 17% Service Charge)*

Well Brand Liquor	\$ 3.25	Bottled Domestic Beer	\$ 2.75
Call Brand Liquor	\$ 3.75	Bottled Imported Beer	\$ 3.75
Premium Brand Liquor	\$ 4.25&up	House Wine	\$ 3.25
Bottle House Wine	\$14.00	Bottle House Champagne	\$16.00
Soft Drinks	\$ 1.00	Bottled Water	\$ 1.50
Iced Tea	\$15.00 per gallon		
Coffee	\$15.00 per gallon		

## Open Bar Packages *(Host pays per guest plus applicable sales tax and 17% Service Charge)*

*Price includes people of all ages and the final head count is verified via caterer or final number of chairs requested.*

### OPTION 1

Draft Beer, House Wine  
& All Soft Drinks  
\$7.95 / 1st hour  
\$4 / additional hour

### OPTION 2

Draft Beer, House Wine & All Soft Drinks  
Well Brand Liquor  
\$9.95 / 1st hour  
\$5 / additional hour

### OPTION 3

Draft Beer, House Wine & All Soft Drinks  
Call & Premium Brand Liquor  
\$11.95 / 1st hour  
\$6 / additional hour

**\$3 per person for the addition of Bottled Beer to any option.**

## Draft Beer

Quarter Barrel Domestic Beer: \$150.00 *(plus sales tax and 17% Service Charge)*

*(Serves approx 83 cups)*

Half Barrel Domestic Beer: \$250.00 *(plus sales tax and 17% Service Charge)*

*(Serves approx 165 cups)*

Half Barrel Imported Beer: *Varies depending on brand (plus sales tax and 17% Service Charge)*

Bar Setup Fee: *There is a \$50.00 setup fee per bartender for all events.*

*All guests must show proof of identification with a valid picture driver's license prior to receiving alcoholic beverages. Five Points Washington reserves the right to refuse service to anyone who we feel is intoxicated or endangers the safety of our guests. **All prices are subject to change.***

*All alcoholic beverages MUST be purchased from Five Points Washington in order to stay in compliance with the Illinois State alcoholic beverage laws and insurance. Thank you.*

Effective 1/1/2012

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## Five Points Washington Approved Catering Information

***Please note that this list is not exclusive but just a few recommendations and each party is free to select any licensed and insured caterer of their choice. All caterer's must contact Five Points Washington Special Events department in order to be pre-approved. (309) 444-8222 [www.fivepointswashington.org](http://www.fivepointswashington.org)***

- Adam's Street Café;** 107 SW Adams St; Peoria, IL (309)637-0022; [www.adamsstreetcafeandcatering.com](http://www.adamsstreetcafeandcatering.com)
- Avanti's of East Peoria;** 2320 E. Washington Ave; East Peoria, IL; (309)694-6427; [www.avantispeoria.com](http://www.avantispeoria.com)
- Barrack's Cater Inn;** 1224 Pioneer Pkwy; Peoria, IL; (309)692-3990; [www.caterinn.com](http://www.caterinn.com) (provides linens & skirting if requested)
- Basta O'Neill's;** 661 N. Cummings Ln; Washington, IL; (309)444-5500; [www.bastaoneills.com](http://www.bastaoneills.com)
- Bernardi's;** 2137 Washington Rd; Washington, IL; (309)745-5505; [www.bernardisrestaurants.com](http://www.bernardisrestaurants.com)  
(provides linens & skirting if requested)
- CBS Cakes & Catering;** 126 Walnut St; Washington, IL; (309)444-2638; [www.cbscakesandcatering.com](http://www.cbscakesandcatering.com)  
(provides white linens & skirting if requested)
- The Catering Company;** 16992 Dee Mack Rd; Mackinaw, IL (309)678-9000; [www.thecateringcompany.biz](http://www.thecateringcompany.biz)
- Childers Banquet & Events Center;** 3113 Dries Ln; Peoria, IL 60604; (309)839-0037; [www.childersbanquetcenter.com](http://www.childersbanquetcenter.com)
- Countryside;** 659 School St; Washington, IL (309)745-5032; [www.countrysidebanquet.net](http://www.countrysidebanquet.net)  
(provides linens & skirting if requested)
- Chef's Catering;** 800 Westgate Rd; Washington, IL (309)444-3805; [www.chefscatering.biz](http://www.chefscatering.biz) (provides white skirting if requested)
- Cracked Pepper Catering;** 3406 NE Adams, Peoria, IL (309) 687-0039; [www.crackedpepperpeoria.com](http://www.crackedpepperpeoria.com)
- Denhart Baking Company;** 101 Washington Sq; Washington, IL; (309)444-2200; [www.denhartbakingcompany.com](http://www.denhartbakingcompany.com)
- From the Field Culinary Center;** 2029 S. Main St; Morton, IL; (309)263-6020; [www.fromthefieldcookingschool.com](http://www.fromthefieldcookingschool.com)  
(provides linens & skirting if requested)
- Hallmark House Catering;** 2501 Allentown Rd; Pekin, IL; (309)347-3121 ext. 233; [www.hallmarknursingcenter.com](http://www.hallmarknursingcenter.com)
- Hickory Stick, Inc.;** 1122 E. McClure Ave; Peoria, IL; (309) 685-7600; [www.hickrystick.com](http://www.hickrystick.com)
- HyVee Catering;** 4125 N. Sheridan Rd.; Peoria, IL; (309) 686-5920; [www.hy-vee.com](http://www.hy-vee.com)
- Kickapoo Creek Winery;** 6605 N. Smith Rd, Edwards, IL; (309) 495-9463; [www.kickapoo creekwinery.com](http://www.kickapoo creekwinery.com)
- Lindy's Foods;** 110 Peoria St; Washington, IL; (309)444-3736; [www.lindysdowntownmarket.net](http://www.lindysdowntownmarket.net)
- Michael's Italian Feast;** 1006 Peoria St; Washington, IL; (309)444-1984; [www.michaelsitalianfeast.com](http://www.michaelsitalianfeast.com)

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## Quick Facts

- Banquet seating for up to 500 people
- Up to 4 meeting rooms each measuring over 1,700 square feet
- Ceiling height is 12 feet in the banquet area.
- We provide the catering kitchen area and you may select your own caterer or choose from our preferred list.
- Fully handicapped accessible
- Tables and chairs included with all bookings as well as setup and teardown.

## Available Tables & Chairs

- Banquet 30" x 96" seats up to 10 people - 60 available
- Rounds 60" diameter seats up to 9 people - 50 available
- 500 cushioned banquet chairs - very comfortable!

## Additional items also available

- Table Linens \$ 7.00 each (White, Ivory, Black)
  - Table Napkins \$ .50 each (Variety of colors)
  - Table Skirting \$ 10.00 per table
  - Complete Bar Service \$ 50.00 per bartender
  - Staging (24ft wide x 8ft deep) \$100.00 rental includes black skirting
  - Dance Floor \$100.00 rental fee
  - Wireless/Direct Internet Access No charge
  - Flip Charts & Stands No charge based upon availability
  - Projector and Screen \$ 50.00 per day
  - TV/DVD \$ 15.00 per day
- (Renter must provide person to operate equipment)
- Podium with microphone No charge based upon availability

*All of the above rates are estimated and subject to change and are not guaranteed for any period of time.*

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## Wedding Reception Planning Guide

The more information you can provide, the better we can serve you!

Bride's Name: \_\_\_\_\_ Ceremony Time: \_\_\_\_\_

Groom's Name: \_\_\_\_\_ Reception Start Time: \_\_\_\_\_

Wedding Date: \_\_\_\_\_ Estimated Number of Guests: \_\_\_\_\_

Ceremony Location: \_\_\_\_\_

Are you interested in renting the room the night before for decorating purposes? \_\_\_\_\_

### Room Set Up

Which room(s) are you interested in?

Circle all that apply: **A B C D**

#### Cake Table

- \_\_\_\_\_ Not needed
- \_\_\_\_\_ 60" round
- \_\_\_\_\_ 6' rectangle
- \_\_\_\_\_ Table Linen

#### Gift Table

- \_\_\_\_\_ Not needed
- \_\_\_\_\_ 6' rectangle
- \_\_\_\_\_ 8' rectangle
- \_\_\_\_\_ Table Linen

#### Equipment Needs

- \_\_\_\_\_ TV/VCR Player
- \_\_\_\_\_ Screen & Video Projector (\$50)
- \_\_\_\_\_ Microphone
- \_\_\_\_\_ Standing Podium
- \_\_\_\_\_ Stage for Head Table (\$100)
- \_\_\_\_\_ Dance Floor (\$100)

#### Head Table

- \_\_\_\_\_ Not needed
- \_\_\_\_\_ # of people at head table  
(to determine if 8' or 6' tables  
are needed & quantity)
- \_\_\_\_\_ Table Linen

#### DJ Table

- \_\_\_\_\_ Not needed
- \_\_\_\_\_ 8' rectangle
- \_\_\_\_\_ Quantity
- \_\_\_\_\_ Table Linen

#### Linens & Napkins

Linens: White Black Ivory

Napkins: \_\_\_\_\_

Skirting: White Black Ivory

*Additional Information:*

\*All prices subject to change\*

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## Wedding Reception Planning Guide Caterer & Bar Information

### Catering

Catering company: \_\_\_\_\_

Contact name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Serving Time: \_\_\_\_\_

*Office Use Only*

\_\_\_\_\_ Buffet Tables

\_\_\_ 6' Rectangle

\_\_\_ 8' Rectangle

\_\_\_ 60" Round

\_\_\_\_\_ Appetizer Tables

\_\_\_ 6' Rectangle

\_\_\_ 8' Rectangle

\_\_\_ 60" Round

\_\_\_\_\_ Drink Station

\_\_\_ 6' Rectangle

\_\_\_ 8' Rectangle

\_\_\_ 60" Round

### Bar Options *(all include Five Points Bartenders)*

\_\_\_\_\_ Not Needed

\_\_\_\_\_ Cash Bar

\_\_\_\_\_ Hosted Bar (Party picks up tab for guests)

\_\_\_\_\_ Part Cash & Part Hosted

Example: Hosted beer or keg & cash mixed drinks

Amount Allotted: \$ \_\_\_\_\_

\_\_\_\_\_ Keg(s)

Brand: \_\_\_\_\_

\_\_\_\_\_ Toasting Champagne/Wine

\_\_\_\_\_ Soda Only \$1/can

\_\_\_\_\_  
User's Signature

\_\_\_\_\_  
Special Events Manager/Technical Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

*Additional Information:*

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## All package pricing based on a 12 hour room rental

\*Capacity is estimated for banquet style seating only and will vary depending on the type of room setup that is requested.

- Any event that begins or ends between the hours of 5:00 PM on Friday and 7:00 AM on Monday will be assessed at the weekend/holiday rates.
- Mornings are defined as any Monday through Friday from 5:00 AM until 3:00 PM.
- Evenings are defined as any Monday thru Thursday beginning after 3:00 PM.
- Holiday rates shall be applied to the following holidays: New Year's Eve & Day; Martin Luther King Day; Good Friday; Easter; Memorial Day; Independence Day; Labor Day; Thanksgiving; Christmas Eve & Day.
- In the event that a holiday falls on the weekend, 10% will be added to the weekend rate.
- Rental fees include: Heating/Cooling, Room setup and teardown, Basic lighting, Standard sound system with microphone, one event attendant (8 hours max per day), Tables & Chairs.
- Rental rates are subject to change at the discretion of Five Points Washington management.
- **Minimum of 2 hours should be added to actual event time to allow for decorating and caterer setup for all functions utilizing a caterer.**

Thank you for considering Five Points Washington for your upcoming event.

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## Banquet & Meeting Room Usage Procedures

*Revised: August 2009*

### General Policies:

- **All rental fee balances must be paid in full at least 24 hours prior to the event date. Bar tabs must be paid at the conclusion of each event.**
- All state and local fire and safety codes as well as OSHA regulations must be followed for your event.
- Only approved caterers may be used to provide food service for your event unless previously agreed upon by the Special Events Manager.
- No smoking is permitted in the facility.
- No animals are allowed in the facility (except guide animals).
- No tape/adhesives are to be used on seats, tables, or painted surfaces in/outside the facility without the approval of the Event attendant or Special Events Manager.
- No screws, nails, etc. are to be driven in any part of the facility.
- No banners, mirror balls, etc. are to be hung from the ceiling without the approval of the Event Attendants or Special Events Manager.
- No smoke machines/hazers shall be allowed without the permission of the Special Events Manager.
- Open flames are not allowed in the facility. (except floating candles, enclosed candles)
- Five Points Washington staff must approve all deliveries of rented/other items for your event.
- All articles brought into the facility for your event must be removed at the close of the event.
- Rooms not stated as being rented by the contract are to be considered unavailable.
- No rice throwing during wedding receptions is allowed (birdseed is permitted outside only).
- All items and large trash must be removed at the close of your event and placed in appropriate area.
- The contract event end time should be considered the point at which everyone has left the facility. Failure to comply with this regulation will result in additional charges.

### Alcohol Policies:

- All Alcohol must be purchased through Five Points Washington facility to stay in compliance with our liquor license and insurance.
- No other outside alcoholic beverages will be permitted.

### Kitchen Policies:

- All equipment is to be cleaned and returned to the kitchen area at the close of your event.
- All kitchen surfaces are to be left clean, with the floor swept and mopped (if needed) at the close of your event.
- All raw food, bottles, etc. should be disposed of in a trash container and placed in the outside dumpsters at the close of your event.

### General Information:

- A production meeting may be required for all facility rentals that are to include outside vendors such as caterers, D.J.'s, and such no later than one week prior to the event.
- The renter as listed on the contract will have full control of the event unless someone else has been designated. All changes in time, setups, etc. will only be executed upon their request.

\_\_\_\_\_  
User's Signature

\_\_\_\_\_  
Special Events Manager/Technical Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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