



Eesley Place Banquets

Come discover the perfect union of Elegant Charm and Thoughtful Service. Located in The Historic Eesley Mill, Eesley Place Banquets has been renovated to reflect a rustic and unique venue.

Our hardwood floors, cathedral ceilings and beautiful woodwork, make Eesley Place the perfect choice for your Wedding Reception, Business Function, or any special event. Outstanding food and impeccable service ensures that you and your guests will have an unforgettable experience.

To inquire about the availability of a date, for further information, or to schedule an appointment, Please contact us:

269-377-1106

Eesleyplace@charter.net

Eesleyplace.com

Rental Information

Banquet Room

The weekend room rental fee is \$950, with a signed beverage contract. This includes a room rental for up to 6 hours and allows prior access to the room for decorating, deliveries, etc. We can accommodate up to 180 guests for a wedding reception and 200 guests for a business function. Our round tables seat 8 guests each. All tables, chairs and white table linens are included.

Please call for weekday room rates.

Catering

You may hire your own caterer for your event at Eesley Place. All food must be prepared in a licensed kitchen by a certified caterer. We provide table linens, the caterer provides all napkins, plates, silverware, coffee & water service.

The caterer must also provide a full staff to serve & clear plates.

Listed below are Eesley Place's preferred caterers. These are caterers that we have worked with many times and always provide outstanding food and service.

Pistachios Catering

Pistachioscatering.com

269-388-4806

Speak to Andy

The Radisson Catering

eventswithoutboundaries.com

269-492-6915

Speak to Nancy

Branns Catering

Brannscatering.com

616-538-4384

Speak to Amanda or Kim

Galesburg Meat Company

cateringbygmc.com

616-538-4384

Speak to Tammy or Jerry

Please contact our preferred caterers directly to discuss menu options:

Decorations

You are welcome to decorate and we will try to accommodate any special requests that you may have. Eesley Place will be available the morning of your event date for any decorating. We have chair covers(\$5 per chair), centerpieces(\$12+ per table), paper lanterns (\$295) and other decorations available for rental. Confetti or flower petals are not permitted and we ask that you do not use any materials that would cause damage to surfaces, such as tacks, staples, nails, duct tape, etc.

Deposit

The rental deposit for a weekend rental is \$500. The event space will be held upon receipt of the rental contract, beverage contract and deposit for the event.

Eesley Place Beverage Service

Eesley Place offers three pricing options for your beverage service:

Hosted Complete Beverage Service (130 guests or more)

The host selects the types of beverages available at the bar and is charged a per person price for 5 hours of bar service. Charges are applied to the total number of guests.

#1) House White Zinfandel, Chardonnay and Merlot, two types of House Domestic Draft Beer, Soft Drinks, Champagne Toast for the head table and Cash Bar Service for Cocktails.

\$15.95 per person

#2) Cocktails with House Brand liquors, House White Zinfandel, Chardonnay and Merlot, two types of House Domestic Draft Beer, Soft Drinks and Champagne Toast for the head table.

\$20.95 per person

#3) Cocktails with Premium and House Brand Liquors, one Imported Bottled Beer, two types of House Domestic Draft Beer, House Wines, Soft Drinks, Champagne Toast for the head table, and Wine Service with Dinner.

\$25.95 per person

Hosted Consumption Beverage Service

The host selects the types of alcohol and beverages that will be available at the bar. The drinks are tallied throughout the evening. You will be charged per drink, based on what is actually served. Minimum beverage sales apply

Cash Bar (150 guests or more)

A full cash bar is set up for your guests. Your guests pay the bartender individually for their own beverages. A \$295 cash bar set-up fee and minimum beverage sales apply.

Beverage Prices

Soft Drinks \$1.00

Domestic Draft Beer \$2.75

Domestic Bottle Beer \$3.50

Imported Bottle Beer \$3.75

Champagne Toast \$18.95 per bottle

House Wine \$4.50

House Brand Cocktails \$3.50

Premium Cocktails \$4.50

- All prices subject to 18% service fee and 6% sales tax*
- Prices subject to change. A 3% service fee will be applied to debit/credit card payments of \$500 or more.*
- Eesley Place reserves the right to refuse the service of alcohol to any person who is under the legal drinking age, cannot provide valid identification, or appears to be intoxicated. If anyone is found supplying alcohol to a minor or any other person that has been refused bar service, we reserve the right to close the bar. Pricing subject to change until beverage contract is signed.*

Frequently Asked Questions

What are the catering requirements?

We have an experienced on-site caterer or you may hire your own caterer. All food must be prepared in a licensed kitchen by a certified caterer. We provide table linens, the caterer provides all napkins, plates, silverware, glassware, coffee & water service & cake cutting. The caterer must also provide a full staff to serve and clear plates.

What decorations are provided by Eesley Place?

On the day of your event the room will be set with white table linens and skirting. We also provide lighting & tulle along the wood staircase and lighting behind the head table & cake table.

We also have additional items available for rental. Please refer to the "Decorations" section on the previous page.

Are we able to bring in our own decorations?

Yes, you are welcome to bring in your own centerpieces or decorations. All candles must be contained in a glass votive/candle holder, open flamed candles are not allowed. Confetti or flower petals are not permitted and we ask that you do not use any materials that would cause damage to surfaces.

When can we decorate?

The room will be set and available for you to decorate between 10:00 am and 1:00 pm on the day of the event. Delivery times for the cake, DJ, etc. can be set within this time frame or 2 hours prior to the event.

May we bring in our Wedding Cake?

Yes, we require that all cakes must be baked in a licensed kitchen.

Will Eesley Place cut the cake?

Your contracted/licensed caterer must cut the cake. Our on-site caterer offers cake cutting for \$1 per person, which includes plates, napkins, forks and clearing of plates.

Can we bring in audio/visual equipment?

Yes, Eesley Place does not have an in house sound or video system. We have a podium that you may use free of charge.

Can we have the ceremony at Eesley Place?

We would be happy to host the ceremony at Eesley Place. There is an additional \$350 fee which includes a 1 hour rehearsal.

What is the smoking policy?

The Historic Eesley Mill is a non-smoking facility. There is an area 30 feet away on the West side of the building where guests are allowed to smoke.

When is the final guest count and payment due?

The final guest count and 50% of the balance is due 2 weeks prior to the event. The remaining balance is due on the day of the event.

Should we include children in the guest count?

Yes, the guest count should be based on the number of seats you require to accommodate all of your guests.

What methods of payment do you accept?

We accept cash, personal or certified check, Visa or MasterCard. There is a 3% service charge for debit/credit card payments.

Is the original deposit applied to the final bill?

No, the original deposit is a security/damage deposit on the building. The deposit will be refunded to you in the form of a check within 1 month after the event.

Am I required to use a specific Caterer, DJ or Bakery?

No, you are welcome to hire any outside vendors you choose. We are happy to offer recommendations.

May we bring in our own Food and/or beverages?

No, our license to provide food service that is issued by the Kalamazoo County Health and Human Services Department prohibits us from allowing any food to be consumed that was not provided by a certified caterer in a licensed kitchen. Our liquor license also prohibits any outside beverages or alcohol to be brought in or consumed on the premises. Any type of candy or nuts being used as guest favors must be individually wrapped. Wedding cakes are the only exception to the above restrictions.