

# MCINTYRE PLACE EVENT GUIDE



## CONTACT

116 S Jackson St, Auburn IN 46706

260-920-7150 text/call

After hours / Emergency - Please call 260-235-0077 or 614-316-6999

[info@mcintyre-place.com](mailto:info@mcintyre-place.com)

[www.mcintyre-place.com](http://www.mcintyre-place.com)

*We have created this guide to assist you in hosting an outstanding event. McIntyre Place is an event space dedicated to providing you with long-lasting memories and unforgettable moments.*

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# Tips and reminders for a successful

# EVENT

## PARKING

If your event is during normal business hours M-F 8am-5pm, parking is on street only. However, if your event is on a weekend or evening you may park in the James parking lot across the street from our space or any available on street parking. The two hour time limit does not apply on evenings / weekends

## ASSISTANCE

A staff member will always be on-site for the duration of your event. If you have any questions or concerns the day of your event they will do their best to assist.

## DECORATING

Decorations containing glitter or confetti are not permitted. We also ask that you do not adhere anything to the walls of the facility. We do have stand alone archways and frames that you may rent for a nominal fee.

## WIFI INFORMATION

Network: McIntyre Place  
Password: Jackson&8th!



## DISPLAY & AUDIO

Two 85" Smart televisions are able to stream most applications or even show a custom slideshow. You will need to bring the device the slideshow is housed on or email it to our event coordinator 3 days prior to your event. If you would like assistance creating a slideshow our in house graphic designer is available for a nominal fee. If you would like a static screen saver like the one shown below we do provide those complimentary. We have HDMI cords on site with adaptors.

## MICROPHONE

Afraid your MC won't be heard above the crowd? We provide a Bluetooth enabled microphone to help the quietest of speakers reach the entire room!



## SURROUND SOUND

Our surround sound system is Bluetooth enabled. On the wall you will press the button "BT Pair". Go to the Bluetooth setting on your device and look for "DN-200BR. Once you connect, select "Bluetooth" under audio and have your playlist ready! Volume controls are available on the same switch and on your device.

\*We do ask that you comply with all laws and ordinance and should not allow excessive noise, nuisance activity or violations of law on MP property.



# BAR PACKAGES



## BEVERAGE SERVICES

We do have full bar services available! If you are wanting to offer a cash or host bar at your event your bartender fee is waived when you spend a minimum of \$100 per hour. We also have optional drink tickets you may utilize if you are wanting more of a controlled host bar. Your event coordinator can walk you through the best bar package for your event. Please know per Indiana state law that no outside alcohol is permitted on MP property. No event attendees are permitted behind the bar.



### MIMOSA BAR - \$200

*Includes 3 bottles of sparkling wine (Champagne, Prosecco or Moscato). plus assorted juices, berries & bartender for up to 3 hours.  
\*Includes access to full bar*



### BEER PACKAGE - \$150

*Includes 4 dozen (12oz) draft beer, chilled glasses and bartender for up to 2 hours. Craft selections are available, call for pricing.  
\*Includes access to full bar*



### WINE PACKAGE - \$200

*Includes 2 bottles of house red and 2 bottles of house white and bartender for up to 2 hours.  
\*Includes access to full bar*

# BEVERAGE OPTIONS

McIntyre Place has a many options for non-alcoholic choices. To place your order please contact your Event Coordinator at 260-920-7150 call/text. Or email [info@mcintyre-place.com](mailto:info@mcintyre-place.com)



## SODA AND WATER PACKAGE - \$100

*Includes 4 dozen (12oz) assorted sodas and unlimited bottled water.*



## COFFEE STATION - \$50

*Includes an assortment of coffee pods, sweeteners, creamers, cups, lids and stir sticks (serves apx 50)*



## LEMONADE OR TEA - \$35

*Unlimited refills, choice of lemonade, tea or punch  
Water option \$20*

## TABLE WATER SERVICE-\$75

*Includes iced 14oz goblets at each place setting and 2 chilled water carafes per table, refilled as needed.*



14 OZ GOBLETS



PLACED AT TABLE



WITH 2 WATER CARAFES

Or



## BEVERAGE DISPENSER WATER SERVICE - \$20

*Dispenser set up and filled, includes disposable cups.*

*\*Rent just the dispensers for \$10 each.*

# RENTAL ITEMS

We ask that you reserve your décor 5 days prior to your event. To place your order please contact your Event Coordinator at 260-920-7150 call/text. Or email [info@mcintyre-place.com](mailto:info@mcintyre-place.com)



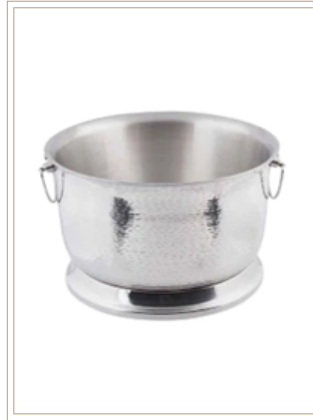
DECORATIVE RUG

*Woven jute rug - \$10*



ROUND ARCH

*Gold 7.2ft round arch - \$5*



BEVERAGE TUB (2)

*Silver - \$10*



END TABLE

*Gold w/smoked glass top - \$5*



GOLD CHARGERS

*13" Preset - \$1 each*



CHAFERS (2)

*Full size & Round Chafers  
w/sternos - \$20 each  
They will be set up and ready.*



WATER CARAFES

*Filled & chilled water carafes  
\$2 each*



MISS TO MRS SIGN

*In gold.*



TABLE RUNNERS

*10ft boho dusty green gauze  
- \$2 each*



DESSERT STAND

*Silver 5 level - \$20*



EASLE (2) 5' X 19"

*Does not include the photo frame.  
\$5 each*



GOLD CENTERPIECE

*12 or 8 inch squares*

# RENTAL ITEMS

We ask that you reserve your décor 5 days prior to your event. To place your order please contact your Event Coordinator at 260-920-7150 call/text. Or email [info@mcintyre-place.com](mailto:info@mcintyre-place.com)



ARCH + COVER  
RENTAL AVAILABLE

\$10 rental each - small 5.5ft, medium 6ft and large 6.5ft (not pictured), includes covers.  
We have a variety of colors available, or feel free to bring your own!



DECORATIVE CHAIR

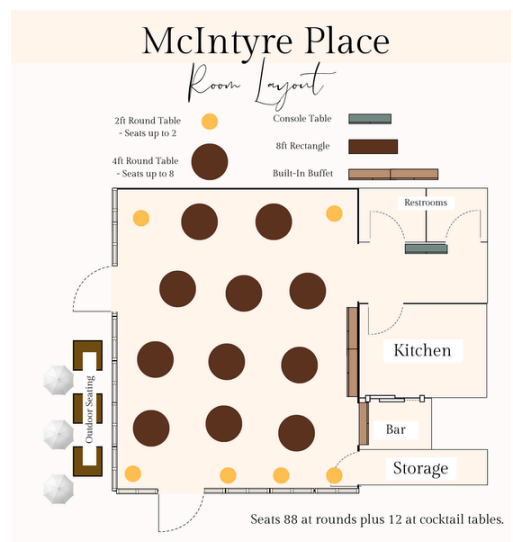
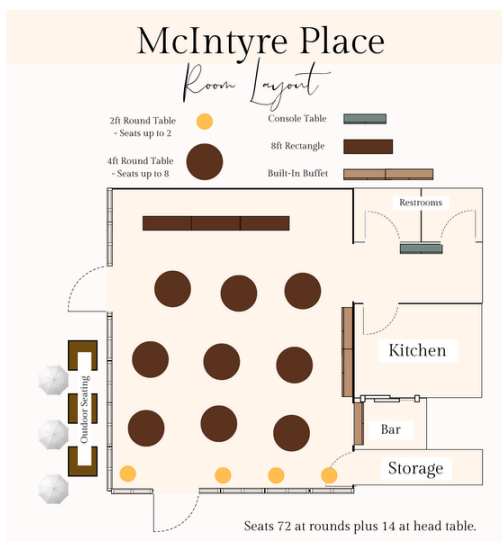
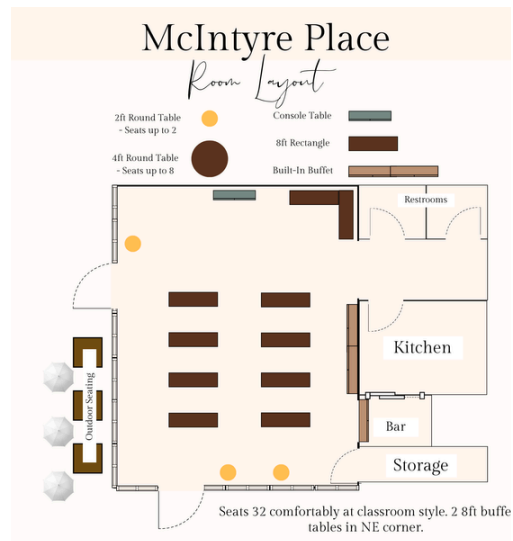
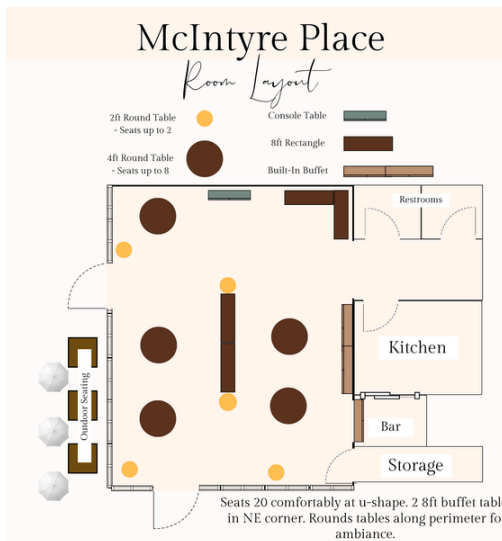
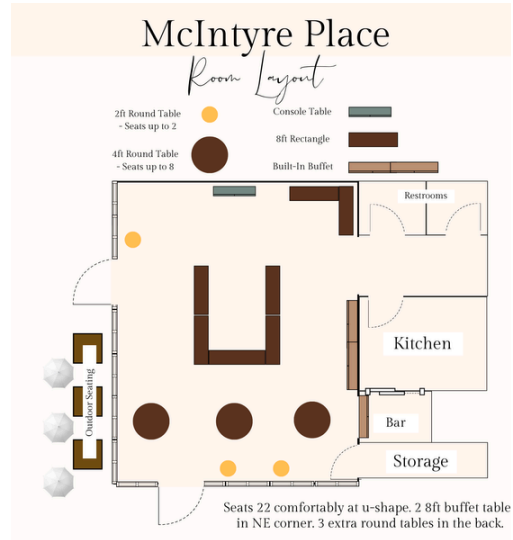
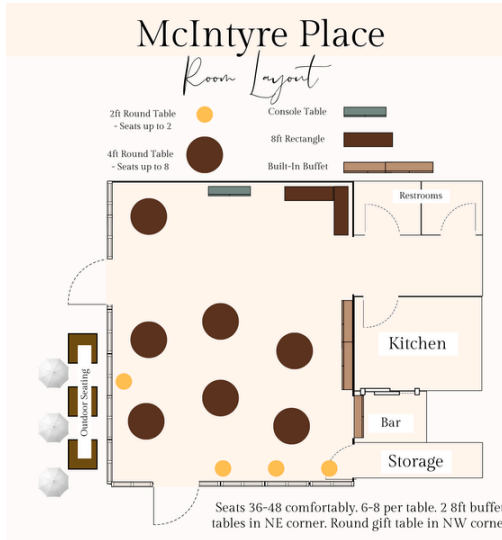
# CENTERPIECES



OUR SIGNATURE CENTERPIECES COME WITH FLOATING CANDLES VOTIVES, ASSORTED GREENERY AND CREAM / WHITE FLOWERS - \$20 EACH

# ROOM LAYOUT OPTIONS

Lots of other configurations available!



# CATERING

McIntyre Place is happy to offer our guests the opportunity to self-cater events, use the licensed caterer of their choice or choose from our in house options! If you would like for us to pick up your catering order or assist in anyway please ask about our catering coordination options!

Please know that MP does not supply to go containers, serving ware or paper products. All supplies needed for your food service will need to be brought in with you, unless you are utilizing our in house catering option.

MP allows use of our prep kitchen for your event. This includes a large reach in double door refrigerator, 3 basin sink, microwave/air fryer, commercial ice machine and chest freezer. The use of our heating cabinet and industrial dishwasher is only permitted by MP personnel or licensed caterer.

Please keep in mind there is not a way to cook food in our prep kitchen. Any appliance brought in to heat food must be electric. The prep kitchen is best for assembly of dishes, storage and to keep food warm or cold during event.



# IN HOUSE CATERING

Work with our event specialist to order one of our specialty grazing table spreads, charcuterie trays or cart Other options include: Box Lunch, Snack Bar, Taco Buffet, Soup & Sandwiches or Breakfast Spread.

*The Grazing Gourmet*  
CHARCUTERIE CART

## PRICING

*2 Hour Service*

*12 Premium Ingredients to Include Meats, Cheeses, Dips, Crackers & Accoutrements. Served on Bamboo Plates.*

*Minimum 20 People per Booking*

*Per Person Pricing \$10-\$20 depending on chosen ingredients.*

*Call/Text today to receive a customized quote! 614-316-6999*

### DIY OPTION

*We do offer a cart only rental option. To include delivery, set up and pick up. You will be responsible for filling & cleaning. \$100 (30 mile radius)*

**\*\*50% OFF FOR MCINTYRE PLACE RENTAL!\*\***



### GRAZING TABLE / CHARCUTERIE TRAY

- Meat & Cheese
- Fruit & Vegetables
- Crackers & Bread
- Assort. Accoutrements

**STARTS AT \$12 /PERSON**



### SNACK BAR

- Customizable

**STARTS AT \$4 /PERSON**



### BREAKFAST SPREAD

- Pastries
- Fruit
- Meats
- Dips

**STARTS AT \$8 /PERSON**

# Caterer Recommendations

These are the ones we use most frequently but if you are looking for something specific please ask your event coordinator for further recommendations!



## CHUCK BELVINS CATERING

(260) 570-3143

From 5 course meals to light appetizers Chuck Blevins Catering has you covered! Chuck has provided many meals and excellent service to the clients here at McIntyre Place, he is highly recommended!



## CARVE

(260) 272-8367

Offering gourmet sandwich spreads, meat and cheese trays, assorted deli salads and more! Perfect for a luncheon or light dinner.

Contact Jason at [Jason.Brunson@carvemarket.com](mailto:Jason.Brunson@carvemarket.com)



## SUTTONS

(260) 665-6799

Able to cater events large and small!



## MAD ANTHONYS

(260) 927-0500

Specializing in smoked meats and BBQ with lots of great side options!



## THE DELI AT SIXTH AND MAIN

(260) 333-7200

Fresh, Local, Casual & Delicious! Hot & Cold Deli Sandwiches, Fresh Salads, Homemade Soups & Desserts

# Florist & Party Supply Recommendations



## WYSH DESIGNS

(928) 580-3252

WySH is a Special Event and Weddings Florist and planning company. Contact them for a no cost WySh consultation to start your own personal wish list today!



## RUBY MOON FLORAL

(260) 302-1030

Specializing in weddings and special events.



## LITTLE FLOWER EVENTS & MORE BY ROSY

(260) 333-7200

Able to cater events large and small!



## CREATIONS BY SANDRA CASTILLO

(260) 450-7466

Let her passion for balloon design bring your event to life!



## WILD AMBER ROSE

(260) 580-4303

Specializing in cut florals, check her out on Instagram @wildamberrose !

# DJ, Photographer & Videographer Recommendations



## CLASSIC CITY EVENT "MORE THAN A DJ"

(260) 570-3299

Not your ordinary DJ & Event company...

Making unforgettable memories... they put it all together to make your day seem effortless so you can enjoy every minute!

Add a photo booth so you will have pictures of all your guests!



## CREATIVE BLOOMING PHOTOGRAPHY

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

Photographer for wedding, senior, family, and other lifestyle sessions.



## APPLAUZE

(260) 437-6563

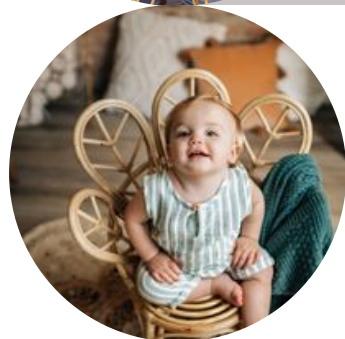
DJ & Karaoke, call Alayna for pricing.



## AJB PHOTOGRAPHY

(260) 409-0152

Specializing in wedding and event photography.



## BREEIN NICOLE PHOTOGRAPHY

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

Lifestyle photographer located in Auburn.

# Book your littles next birthday celebration with us!



## Block A

Bounce House  
Ball Pit  
Stair Bridge Slide  
Stair Donut Slide  
4 Blocks  
Seasaw  
Car  
4 Bounce Animals

## Block B

Ball Pit  
Stair Bridge Slide  
4 Blocks  
Seasaw  
Car  
3 Bounce Animals

## Block C

Ball Pit  
Stair Donut Slide  
4 Blocks  
Seasaw  
2 Bounce Animals

## SPECIAL OFFER

Book your littles next birthday bash at McIntyre Place and include a play set up from Toddlerz Block.

Packages as LOW as \$525 including room rental.

Toddlerz Block a preferred vendor of  
McIntyre Place

# Premier Vendor Choice

For all your custom cake and treat needs!

## Sugar & Spice

BARKER BAKERY

   @Sugar&Spice-Barker Bakery



## Styles

### The Basics:

Shaped Cakes  
Sheet Cakes  
Letter/# Cakes  
Bento Cakes  
Cupcakes

### Other:

Brownie Slabs  
Cookie Cakes  
Cakeiscles  
Cake Shooters  
Dipped Fruit  
Dipped Treats

## Flavors

### Cake Flavors

Vanilla      Birthday  
Chocolate      Coffee  
Strawberry      Orange  
Blueberry      Lemon  
Almond

### Speciality Cake Flavors

Butter Pecan      German Chocolate  
Carrot      Pumpkin Spice  
Coconut      Red Velvet  
Cookie Butter      Tres Leches  
Cookies n Creme

## Frosting

American Buttercream  
Blueberry  
Cherry  
Chocolate  
Coconut  
Coffee Buttercream  
Cookie Butter

Cookies n Creme  
Cream Cheese  
Lemon  
Maple  
Russian Chocolate  
Salted Carmel  
Strawberry



*Please like, follow and tag us on the Socials!*

# THANK YOU!

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@McIntyre Place

We would love for you to leave us a Google review!

