

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

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.



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 and ensure it has an HDMI port. 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 do have HDMI cords on site.

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 3 dozen (12oz) domestic beer or seltzers, 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
Ask about our beer & wine pkg!*

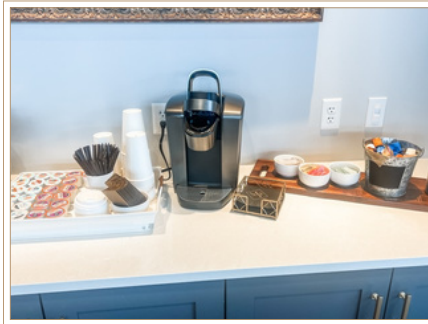
BEVERAGE OPTIONS

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



SODA AND WATER PACKAGE - \$100

Includes 4 dozen (12oz) assorted sodas and water station.



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 - Cups included*

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



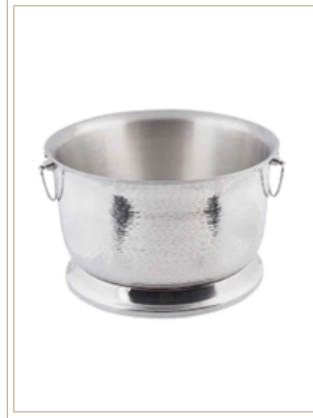
DECORATIVE RUG

Woven jute rug - \$10



ROUND ARCH

Gold 7.2ft round arch - \$5



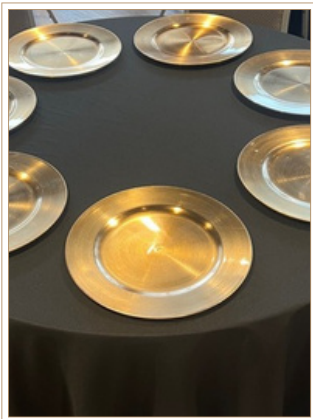
BEVERAGE TUB (2)

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.

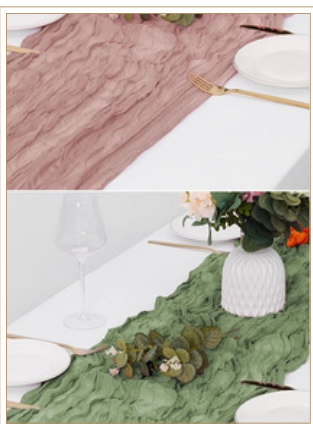


TABLE RUNNERS

*10ft boho dusty green or pink
- \$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



ARCH + COVER RENTAL AVAILABLE

\$10 rental each - small 5.5ft, medium 6ft and large 6.5ft includes covers.
We have a variety of colors available, or feel free to bring your own!



COMPLIMENTARY DECORATIVE CHAIR

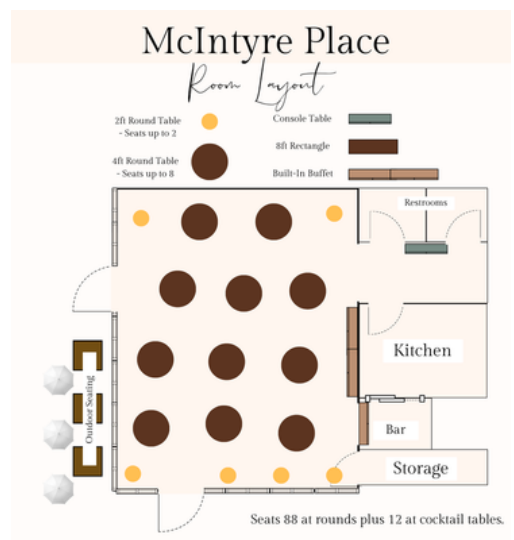
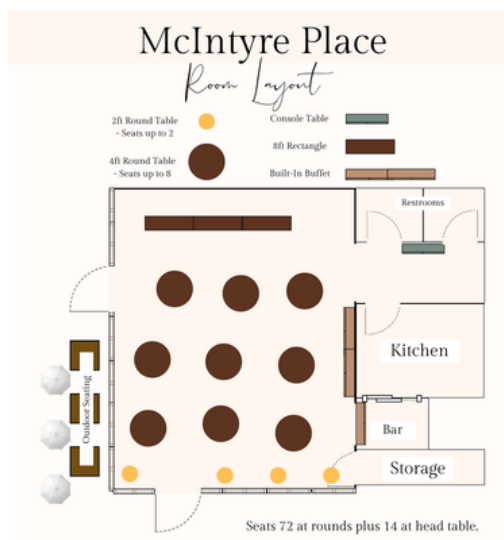
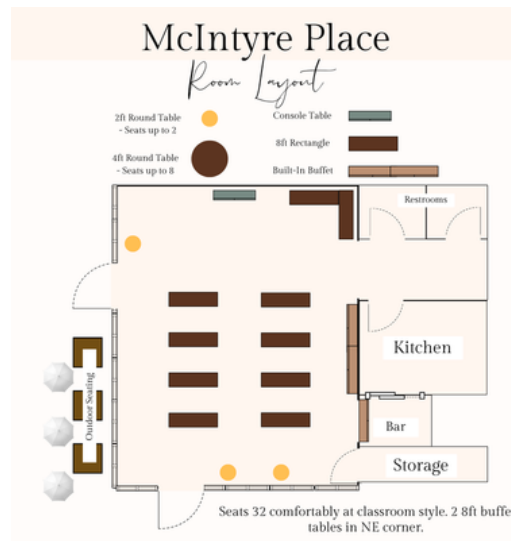
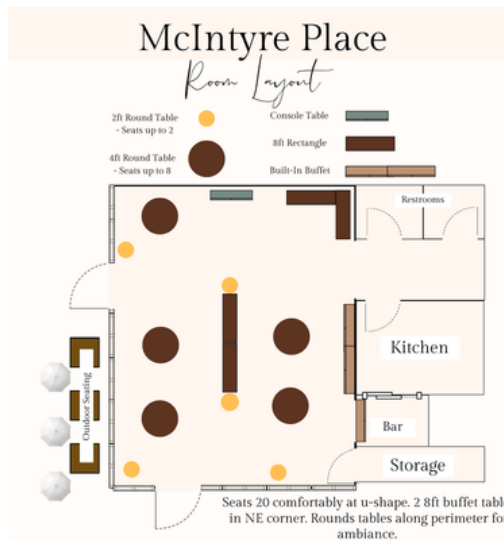
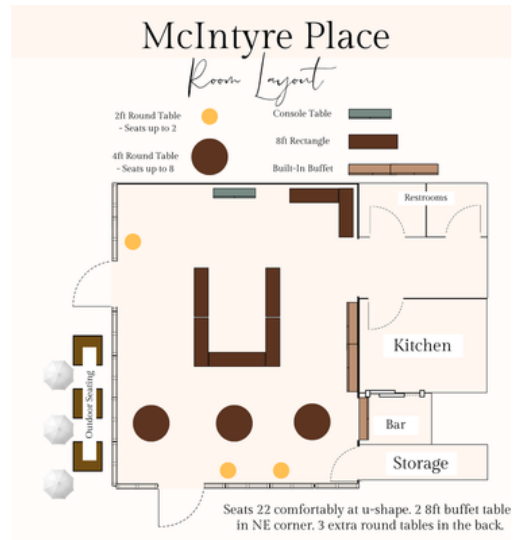
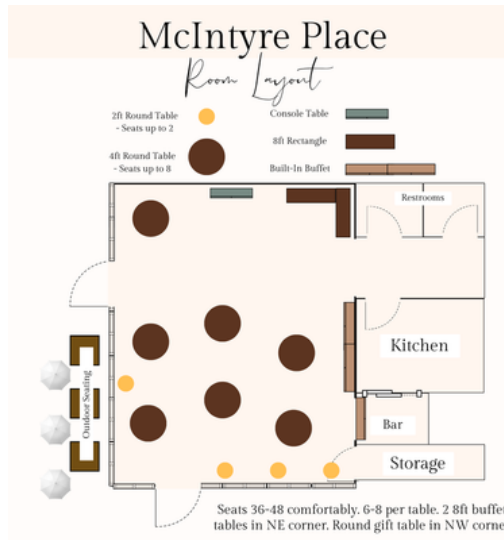
CENTERPIECES



OUR SIGNATURE CENTERPIECES CAN COME WITH
FLOATING CANDLES VOTIVES BUD VASES, ASSORTED
GREENERY, PUNCH COLOR FLOWERS OR CREAM / WHITE
- \$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 is only permitted by MP personnel or licensed caterer if you would like it turned heated and ready for your event just let us know.

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



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

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

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!



@McIntyre Place

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



GLASSWARE RENTAL

McIntyre Place has a limited amount of glassware available for rental during your event. We charge a per piece price of \$1.00. We ask that you reserve your glassware 5 days prior to your event. To place your glassware order please contact your Event Coordinator at 260-920-7150 call/text.



16 OZ TUMBLER

Up to 46 Pieces



14 OZ GOBLET

Up to 80 Pieces



10 OZ FLUTE

Up to 55 Pieces



15 OZ WINE GLASS

Up to 8 Pieces



10 OZ ROCKS GLASS

Up to 80 Pieces



9 OZ MARTINI GLASS

Up to 20 Pieces

EVENT CENTER CLEANING CHECKLIST

Kitchen

- Remove any food debris from 3 basin sink
- Rinse and wipe down water from sinks and backsplash
- Wipe down prep tables
- Remove any food and drinks from catering refrigerators
- Place all trash in trash cans
- Sweep any excessive debris off kitchen floors with broom

Front Room

- Place all trash in trash cans
- Pick up any large debris from floor
- Any décor, linens, and food brought in should be taken with you
- Linens supplied by MP may be left on tables

Patio

- Dispose of any trash left on tables outside (if patio was used)

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!
The 6.5ft arch only has a white cover.

5.5ft



6ft

