



## Venue Information

Venue Name: The Gladly

Verified Venue Address: 2201 E Camelback Road #106, Phoenix, AZ 85016

Hours of Operation:

### Current Regular Hours:

Sunday	Closed
Monday	11am - 9pm
Tuesday	11am - 9pm
Wednesday	11am - 9pm
Thursday	11am - 9pm
Friday	11am - 10pm
Saturday	4pm - 10pm

### Holidays:

New Year's Day	Closed
Memorial Day	Closed
Fourth of July	Closed
Labor Day	Closed
Veterans Day	Open
Thanksgiving	Closed
Christmas Eve	Open
Christmas Day	Closed

Venue General Manager: Terence Nowak

Venue GM Email:

[t.nowak@igshospitality.com](mailto:t.nowak@igshospitality.com)

Venue Events Contact Name: Katie Martz

Venue Events Contact Email: [k.martz@igshospitality.com](mailto:k.martz@igshospitality.com)

## Compliance

Check Venue Website for Any Compliance Issue: [www.thegladly.com](http://www.thegladly.com)

Is Venue Located in a 5-star Hotel, Resort, Golf Course, Casino, Winery, Spa or Country Club? No

Venue Cancellation Policy: Forfeit deposit, F&B minimum due if cancelled 72 prior to event start

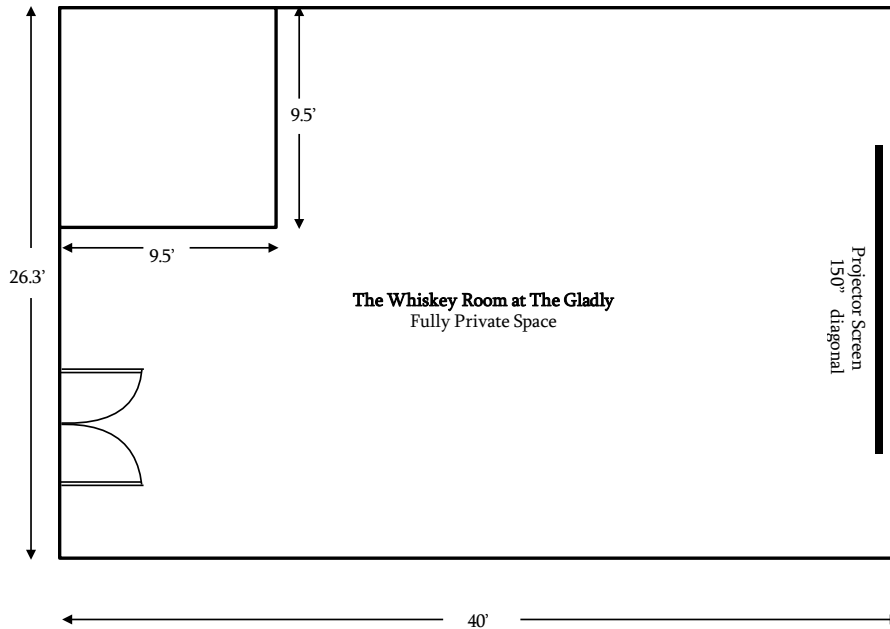
Does the venue have live music or any entertainment: No

## Rooms

Private Room: Yes (4 walls and a door) Private Room Name: The Whiskey Room

Private Room Capacity: 50 seated without A/V, 35 with A/V, 75 standing room only

Private Room Details: Conducive for an educational meeting. No kitchen or dining room noise disruption. Handicap Accessible

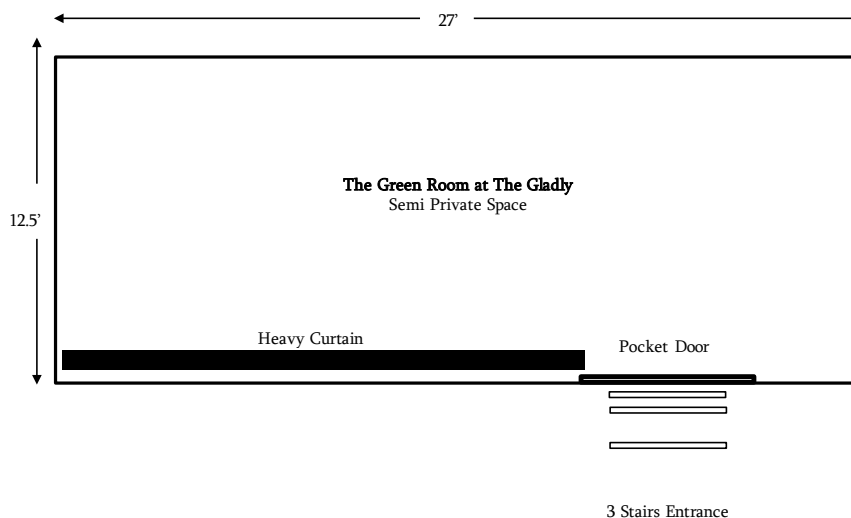


Semi-Private Room: Yes

Semi-Private Room Name: The Green Room Semi-Private Room

Capacity: 24 without A/V, 15 with A/V, 35 standing room only

Semi-Private Room Details: Heavy curtains available, noise may be an issue, no heavy traffic outside the room



- Can we access rooms 30 minutes / an hour prior? Yes, with prior request/authorization

## **Covid-19**

We are currently following guidance from our local authorities and the Arizona Restaurant Association.

- Is there reduced seating capacity: No
- Will there be body temperature checks for guests: No
- What are your other special instructions to guests: N/A
- Will the use of masks be required for all staff: Not required, but staff members can choose to wear them
- Will the use of masks be required for attendees: No
- Will you offer face masks and/or gloves to guests who may not have them? Masks, yes. Gloves, no
- How much time is required in between reservations in order to complete the appropriate cleaning/sanitizing: 15 minutes
- Are disinfecting wipes, sanitizer and/or other sanitation items available to guests: Yes
- What is the duration in which you intend to implement these Covid-19 measures: According to government ordinances, laws and mandates

## **Financials**

- Is there a Room Fee: No
- Is there a separate Set-Up Fee: No
- Is there an F&B minimum: Yes
- Admin Fee: 3%
- Gratuity: 20%
- Tax %: 8.60%
- Is there a separate alcohol tax: No
- How is Unmet minimum charged on final bill: As unmet minimum
- When is Final Headcount due: 72 hours prior to event
- How do you charge: Based on consumption and minimum
- Is there a deposit required: \$100
- Is deposit refundable/transferable? No
- Cancellation Policy: Held to minimum if not cancelled 72 hours prior to event
- Additional fee due to Covid-19 changes? No
- New clauses and accountability added in BEO? No
- Is there a change in your cancellation policy: No
- Do you add gratuity on AV and room rental fee: No

## **Parking**

- Self parking, free of charge or validated
- No valet available
- Will guests be allowed to park themselves in your valet lot: N/A

## **Audio/Visual**

- Do you allow 3rd party AV provider to setup for the event: Only with prior agreement/ arrangement with our venue management team

### Phone & Internet

- No phone available
- Guest internet access available via wifi at 30mps
- Adaptor: no universal adaptors

### What AV equipment is available and how much:

1. LCD projector
  - HDMI Connection
  - Client must bring HDMI compatible laptop, or dongle connector
  - No additional cost to use projector
2. Projector Screen
  - Size 150" diagonal
  - No additional cost to use screen
3. Microphone
  - No additional cost to use microphone

### Security Cameras:

Do you have cameras in the dining rooms: Yes, we do for the safety of our guests and staff

Do they record sound: No

Can they be disabled: No

## **Menu**

- Rep must pre-select the menu
- Menu can not be customized
- Non-alcoholic beverages are not included in the meal (charged on consumption)
- Price for highest non-alcoholic beverage \$11
- House wine: Not to exceed \$50/bottle
- Beverage options: Charged on consumption

## **Agreement**

Do you have a BEO or contract that we need to sign? Yes

Do you sign our F&B agreement: Yes