



UNIQUE ONE-OF-A-KIND EVENTS

BASE ROOM RENTAL COST

Pricing based on a four-hour rental period

Light Box & Burn Box:

Starting at - \$800 Weekday | \$1,000 Weekend

Black Box:

Starting at - \$1,000 Weekday | \$1,500 Weekend

INCLUDED IN RENTAL COST

- Set up and break down of house tables and chairs
- Use of 90" Flat Screen TV with HDMI Connection
 - Additional audiovisual services available through True Tone Entertainment
- Freedom to work with any licensed caterer

ENHANCEMENTS

- Coffee and light breakfast available through Treeline Coffee
- Non-Alcoholic Beverage Station | \$4 per can
- Iced Water Station | Complimentary
- Bar Service | Minimums Apply
 - Walk-up bar service, hosted or cash bar options available
 - Full liquor, beer, and wine selection
 - Signature cocktail options
- Use of commercial kitchen | \$500
- Tablecloth rental options | \$10 per each
- Full-service audiovisual service provided by True Tone Entertainment.
 - See price sheet

CAPACITY CHART

	Cocktail	Banquet	Theater	Classroom	U-Shape
Light Box	100	60	100	40	25
Burn Box	45	-	-	-	-
Light Box + Burn Box	145	70	-	-	-
Black Box + Mezzanine	300	100	177	60	30

EVENT GUIDELINES

YOUR EVENT

Our event managers want to help you create a memorable experience for all of your guests and can assist you in recommending special touches, such as specialty linens, floral design and entertainment recommendations. Please see our preferred vendor list.

BEVERAGE POLICY

Rialto designated vendor(s) must provide all liquor, beer, & wine for event functions based on licenses provided by the greater state of Montana. As Rialto makes every effort to comply with government regulations, not outside beverage of any nature may be brought in to the designated event space.

CATERING

A licensed caterer of your choice may be utilized to provide all required food services. The Rialto is not responsible for food service, table settings, clearing tables or removing rental items.

RENTALS

The Rialto will provide house tables and chairs and all barware. All items not provided by the Rialto, such as water glasses, serving ware, flatware, special glassware, etc., will need to be rented by the client and provided by an independent vendor. Rental deliveries and pick-ups must take place within rental timeframe. The Rialto is not responsible for removal or cleaning of any rental items. The Rialto is not responsible for any lost or stolen items.

DECORATIONS

Decorations or displays brought to Rialto must receive pre-approval from our event manager 21 days prior to the event. All decorations must be in compliance with local building and fire codes. To keep our surroundings and buildings in the best condition for you and all future guests, items may not be attached to any wall, window, ceiling or other objects without prior approval. Nails and staples are not permitted for use in hanging items.

MINIMUMS

If your beverage spend falls short of the contracted food & beverage minimum, it will be charged as room rental revenue.

PAYMENT

Full pre-payment is due for the program 10 days prior to the group's arrival date. This payment can be made via credit card, check, or according to the terms of the agreement.

EVENT TIME

If a group's event extends past the agreed time noted on the Event Order, Rialto reserves the right to charge for additional hours. Additional fees will be quoted to the appointed on-site contact. Open bar service can not exceed five hours.

LABOR FEES & MISCELLANEOUS CHARGES

SERVICE AND ADMINISTRATION FEE

A 20% charge, comprised of 18% gratuity and 2% admin fee, will be charged on all beverage charges. Of that 20%, 18% will be distributed as a gratuity for bar staff associated with your event. All rental and resource charges are subject to 2% admin fee.

LABOR FEES

Satellite Bar Setup Fee | \$75

ADDITIONAL EVENT HOUR

\$125 per hour. Does not include service or bar.



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