



Venue

634

— EVENTS ELEVATED —

Venue 634 is a unique, upscale space perfect for your next event!

Located just south of downtown Sandusky, our stylish and expansive 1,400 square foot historic venue will accommodate up to 65 guests for a plated meal, 55 guests for a buffet and 85 guests for standing receptions. Our intimate setting is perfect for bridal showers, birthday parties, baby showers, cocktail parties, graduation parties, small weddings, corporate events and more. Choose from any of our packages and upgrades to take your event to the next level with custom layouts, unique designs, beautiful table settings and personalized service that will bring your vision to life.

HOST YOUR NEXT EVENT AT VENUE 634
EVENTS COORDINATOR | 419-515-8262 | EVENTS@VENUE634.COM

RENTAL PRICING



MONDAY - THURSDAY

- Morning: 7:30 - 10:30 am \$ 350
- Daytime: 11:30 - 2:30 pm \$ 350
- Evening: 4:30 - 8:30 pm \$ 500
- Add'l hour(s): \$ 100/per
- Full day: 10 hours \$ 700

Holiday pricing may vary

FRIDAY - SUNDAY

- Daytime: 10:30 - 2:30 pm \$ 550
- Evening: 4 - 10 pm \$ 750
- Sunday Evening: 4 - 8 pm \$ 550
- Add'l hour(s): \$ 125/per
- Full day: 12 hours \$ 1,400

Holiday pricing may vary

VENUE RENTAL INCLUDES

- 1,000 sq. ft. open event space
- 14 ft. high vaulted ceiling
- 10 ft. custom wood bar
- Outdoor patio with seating
- Lobby entrance
- Two ADA accessible restrooms
- Coat area
- Ice machine
- Round tables: 60"
- High top tables: 30"
- Rectangle tables: 4 ft. 6ft & 8 ft.
- Wood Crossback Chairs
- Sound system/House music (Spotify)
- Wi-fi
- Street parking
- Event coordination
- Host on site

VENUE 634 WILL ACCOMMODATE 65 GUESTS FOR A PLATED MEAL,
55 GUESTS FOR A BUFFET & 85 GUESTS FOR A STANDING RECEPTION

UPGRADE OPTIONS



THE ESSENTIALS

\$8/PER PERSON

Linen Tablecloths:

- Floor length, black or white

Table Settings:

- Paper Napkins: white
- Plastic Plates: clear, 6" & 9"
- Plastic Flatware: silver

Bottled Water & Soda Station

A LITTLE EXTRA

\$14/PER PERSON

Linen Tablecloths:

- Floor length, in house solid color

Table Settings:

- Linen Napkins: in house solid color
- Charger Plates: acrylic gold or silver
- Plastic Plates: 6", 7", 9", & 10" white with gold or silver border
- Plastic Flatware: silver or gold
- Plastic Cups: clear, 9 oz. & 12 oz.

Bottled Water, Soda and Iced Tea

GIVE ME MORE

\$22/PER PERSON

Linen Tablecloths:

- Floor length, solid color

Table Settings:

- Linen Napkins: solid color
- Charger Plates: acrylic, gold or silver
- China Plates: white, 6", 7.5", 10"
- Flatware: silver
- Glassware: water, wine, rocks, highball

Water, Lemonade, Iced Tea & Bottled Soda

ABOVE & BEYOND

\$32/PER PERSON

Linen Tablecloths:

- Floor length, solid color

Table Settings:

- Linen Napkins: solid color
- Charger Plates: glass with gold rim, or acrylic gold or silver
- China Plates: white, 6", 7.5", 10"
- Flatware: silver or gold
- Glassware: water, red wine, white wine, rocks, highball, flute, pilsner, martini
- China Coffee Cup & Saucer: white
- Salt & Pepper Shakers
- Water Carafes

Water, Lemonade, Iced Tea & Bottled Soda
Keurig with Coffee, Decaf, Tea, Assorted Creamers & Sweeteners

House Centerpieces

ALL PACKAGES INCLUDE SET UP OF TABLES PRIOR TO CLIENTS DESIGNATED START TIME

BAR OPTIONS



IT'S TIME TO CELEBRATE

The Bar Essentials:

- Bartending tools, ice bucket & scoop, beverage napkins & straws \$ 1 pp

The Bar Basic:

- Bartending tools, ice bucket & scoop, beverage napkins & straws
- Mixers: club soda, tonic
- Garnishes: lemon & lime \$ 3 pp

The Bar Classic:

- Bartending tools, ice bucket & scoop, glassware, beverage napkins & straws
- Mixers: club soda, tonic, Coke, Diet Coke, Sprite & ginger ale
- Garnishes: lemon, lime & cherry \$ 8 pp

The Full Bar:

- Bartending tools, ice bucket & scoop, glassware, beverage napkins, straws
- Mixers: club soda, tonic, Coke, Diet Coke, Sprite & ginger ale, choice of two juices (orange juice, cranberry juice, peach juice, grapefruit juice, pineapple juice, or lemonade)
- Garnishes: lemon, lime, cherry, orange & olives
- Specialty cocktail list & ordering assistance \$ 12 pp

Speciality options are always available upon request

VENUE 634 HAS LIQUOR LIABILITY COVERAGE

BEVERAGE OPTIONS



DRINKS FOR EVERY GUEST

Coffee & Tea:

- Keurig with regular and decaf coffee pods, assorted creamers & sweeteners \$ 2 pp

Assorted Juices:

- Orange juice, apple juice, cranberry juice \$ 3 pp

Water & Soda:

- Bottled water, Coke, Diet Coke, Sprite, ginger ale cans \$ 2 pp

Lemonade, Ice Tea & Water:

- Lemonade, sweetened or unsweetened tea, water, assorted sweeteners \$ 3 pp

Lemonade, Ice Tea, Water & Soda:

- Lemonade, sweetened or unsweetened ice tea, water, Coke, Diet Coke, Sprite, ginger ale cans, assorted sweeteners \$ 4 pp

CUPS ARE NOT INCLUDED
PLASTIC CUPS OR GLASSWARE CAN BE ADDED
THROUGH A PACKAGE OR UPGRADE

PERSONALIZED SERVICE



SIT BACK & RELAX

Let our staff take care of all your service needs

Servers:

To assist you with all your event needs

- Tray pass items, maintain buffets, table service, setup & cleanup

\$ 25/hour per server
plus gratuity

Kitchen Staff:

You bring the food, we'll take it from there

- Buffet set up, family style platters or plated meals

\$ 35/hour per staff
plus gratuity

Bartenders:

We'll serve your guests from behind the bar

- Serve beverages provided by client or included in package

\$ 40/hour per bartender
plus gratuity

Tip jar can be substituted
for gratuity at client's request

A LA CARTE OPTIONS



TABLE SETTINGS & LINEN

Table Linens:

- 120" Round: white or black \$ 18 pp
- 120" Round: solid color \$ 28 pp
- 120" Round: custom fabric & patterns prices vary

- 4' Rectangle: white or black \$ 16 pp
- 4' Rectangle: solid color \$ 26 pp
- 4' Rectangle: custom fabric & pattern prices vary

- 6' Rectangle: white or black \$ 16 pp
- 6' Rectangle: solid color \$ 26 pp
- 6' Rectangle: custom fabric & pattern prices vary

- 8' Rectangle: white, ivory or black \$ 18 pp
- 8' Rectangle: solid color \$ 28 pp
- 8' Rectangle: custom fabric & pattern prices vary

Napkins:

- White \$ 1 pp
- Solid Color \$ 2 pp
- Custom Fabric & Patterns prices vary

Charger Plates:

- Gold or Silver Acrylic \$ 1 pp
- Clear Glass with Gold Rim \$ 8 pp

Table Extras:

- Water Carafe \$ 2 pp
- Salt & Pepper Shaker \$ 1 pp
- Bread Basket with linen & Butter Dish \$ 2 pp

PRICING IS SUBJECT TO CHANGE. ITEMS ARE PRICED PER PIECE

A LA CARTE OPTIONS



TABLE SETTINGS & GLASSWARE

China: classic white round

- 6" Plate: appetizer or bread & butter \$.55 pp
- 7.5" Plate: salad or dessert \$.65 pp
- 10" Plate: entree \$.85 pp
- Soup Cup \$.65 pp
- Coffee Cup & Saucer \$ 1.00 pp

Flatware: silver

- Small Fork: hors d'ouvres, appetizer, salad, or dessert \$.50 pp
- Entree Fork \$.50 pp
- Butter Knife \$.50 pp
- Steak Knife \$ 1.00 pp
- Teaspoon \$.50 pp
- Tablespoon \$.50 pp

Flatware: gold

- Small Fork: hors d'ouvres, appetizer, salad, or dessert \$.75 pp
- Entree Fork \$.75 pp
- Butter Knife \$.75 pp
- Steak Knife \$ 1.25 pp
- Teaspoon \$.75 pp
- Tablespoon \$.75 pp

Traditional Glassware:

- Highball, Rocks, Juice \$.50 pp
- Water, Pint, Pilsner \$.75 pp
- White Wine, Red Wine, Champagne \$ 1.00 pp
- Martini \$ 1.25 pp
- Full Set of Traditional Glassware \$ 6.00 pp

ITEMS ARE PRICED PER PIECE

DISPOSABLE OPTIONS



DISPOSABLE TABLE SETTINGS

Plastic Plates: clear

- 6" Plate: appetizer, bread & butter or dessert \$.25 pp
- 9" Plate: entree \$.55 pp

Plastic Plates: white with gold or silver rim:

- 6" Plate: appetizer, bread & butter or dessert \$.50 pp
- 7" Plate: appetizer, salad or dessert \$.60 pp
- 9" Plate: salad, brunch or lunch \$.90 pp
- 10" Plate: entree \$ 1.25 pp
- 12oz Bowl \$.95 pp

Plastic Flatware: gold or silver

- Fork \$.15 pp
- Knife \$.15 pp
- Spoon \$.15 pp

Paper Napkins

- Beverage Napkin \$.15 pp
- Entree Napkin \$.20 pp

Plastic Cups

- 9oz Tumbler \$.20 pp
- 12oz Tumbler \$.35 pp
- Stemless Wine \$ 1.00 pp
- Stemless Champagne \$ 1.00 pp

ITEMS ARE PRICED PER PIECE

EVENT EXTRAS



TABLESCAPES & CENTERPIECES

Venue 634 offers a stylish collection of decorative items to enhance any occasion. Simple and elegant, our selection will create a stunning tablescape for your event.

Our house decor includes Lanterns, candles, vases, floating candles, table wreaths, votives, artificial greenery and table numbers. Pricing varies

AUDIO VISUAL EQUIPMENT

Venue 634 offers a three zone sound system, and mini ipad to control music which is all included in your rental package.

Projector and projector screen are available to rent
\$55 per event

Guests are welcome to use their own devices and outside vendors will have access to our system or can bring in their own.