



14775 Midway Road Suite B
Addison, Texas 75001
972.934.9911 or 972.880.6849
Email: AddisonEventCenter@Charter.net
www.AddisonEventCenterInc.com

Room Rental Rates:

Monday – Friday	7:00 – 3:00 pm	\$500.00
Monday – Thursday	5:00 – 11:00 pm	\$750.00
Friday	5:00 – 12:00 am	\$1,750.00
Saturday	7:00 – 3:00 pm	\$1,500.00
Saturday	6:00 – 1:00 am	\$2,500.00
Sunday	5:00 -12:00 am	\$1,250.00
Chapel	Within 4 hour block	\$500.00

** Holidays will be priced upon request. **

All room rentals are for four hour blocks, based upon minimum group of 100.
Additional hours may be purchased prior to event for \$250 per hour within posted hours.

Room Rental Includes:

Event coordinator, 230 gold chevalier chairs, thirty 48” round tables, six 8’ rectangle tables, white linen tablecloths and napkins, buffet skirting and décor, cake cutting free, carvers free, set-up of tables and chairs, clean-up, china, glassware, and flatware. Room will be set to renters specifications. Taste test for four. Close parking with no fees.

Security and Cleaning Deposit:

A \$500 deposit for damages or if excessive cleaning is required which is refundable upon inspection. A security guard is not required for most events.

Catering:

All food and beverage service is handled by Addison Event Center. If there is a change in product availability, you will be notified at your event finalization.

Initial _____



Securing the room:

The room rental rate is required to secure the date of your event. Payment for room can be made by check or cashier's check.

Cancellation policy:

No room rental or catering deposits are returned. The date is removed from the market once you secure the room with your room rental fee.

Finalizing your event:

Two weeks prior to the event date, the following details will be completed:

- Room layout
- Guest count
- Catering order and payment (check or cashier's check)
- Itinerary (coordination and timing of the event)
- Arrival times for vendors
- Review of special requests

Initial _____



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Outside Catering:

Outside catering is allowed at the following pricing:

Monday – Friday	7:00 – 3:00 pm	\$1,000.00
Monday – Thursday	5:00 – 11:00 pm	\$2,000.00
Friday	5:00 – 12:00 am	\$3,000.00
Saturday	7:00 – 3:00 pm	\$3,000.00
Saturday	6:00 – 1:00 am	\$3,500.00
Sunday	5:00 -12:00 am	\$2,500.00
Chapel	Within 4 hour block	\$500.00

** Holidays will be priced upon request. **

All room rentals are for four hour blocks.

Additional hours may be purchased prior to event for \$250 per hour within posted hours.

Addison Event Center will handle all beverage service and event staffing.

Room Rental Includes:

230 gold chevalier chairs, thirty 48” round tables, six 8’ rectangle tables.

Close parking with no fees.

Security Deposit:

Security deposit of \$500 which is refundable if no damages occur.

Securing the room:

The room rental rate is required to secure the date of your event.

Payment for room can be made by check or cashier's check.

Cancellation policy:

No room rental deposits are returned.

The date is removed from the market once you secure the room with your rental fee.

Finalizing your event:

Two weeks prior to the event date, the following details will be completed:

- Room layout
- Arrival times for vendors

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Off-Site Catering:

An additional 10% charge applies to all off-site catered events. This covers the labor and equipment

Items included in your catering:

Acrylic or china plates
Flatware
Linen or paper napkins
Glassware (if beverages are ordered)
All buffet equipment and décor
Set-up and clean-up
Taste test

Cancellation Policy:

No catering deposits are returned. The date is removed from the market once you secure the date by

Finalizing Your Event:

Two weeks prior to the event date, the following details will be completed:

- Guest count
- Catering order and payment (check or cashier's check)
- Itinerary (coordination and timing of the event)
- Review of special requests

Initial _____



Contract:

I, _____ (renter) agree to this contract for
the room rental at the Addison Event Center.

The Addison Event Center agrees to rent the facility on

_____	from	_____
Date		Start Time -End Time
_____		_____
Room Rental Deposit		Payment Form
_____		_____
Client Phone #		Client Cell #
_____		_____
Approximate Guest Count		Client E-mail

Client Address		
_____		_____
Signature		Date
_____		_____
Signature of AEC Representative		Date

Cancellation policy:

No room rental or catering deposits are returned. The date is removed from the market once you secure the room with your room rental fee.

Initial _____



Budget Worksheet

The purpose of this budget worksheet is to clearly define all costs associated with your event.

Food Service:				
Guest Count	X		Menu Choice:	= _____
Guest Count	X		Additional Menu Choice:	= _____
Guest Count	X		Additional Menu Choice:	= _____
Event without Bar:				
Guest Count	X	\$2.50		Coffee, tea, softdrinks = _____
Event with Bar:				
Guest Count	X	\$1.50		Coffee, tea, softdrinks = _____
		Kegs		X \$100.00 = _____
		Cases of Wine		X \$100.00 = _____
		Bottles of Liquor		X \$50.00 = _____
<p style="font-size: small;">Set-up fees are \$100.00 per keg/case of wine* and \$50.00 per bottle of liquor* provided by the client. This fee includes TABC bartenders, glassware, ice, storage, handling and normal breakage. * Wine & liquor prices are for 750ml bottles.</p>				

Décor Options

Overlays _____

Tablecloths _____

Chair Sashes _____

Centerpieces _____

LED Lights _____

Subtotal	
Tax 8.25%	
Service Charge 19%	
Food and Beverage Total	
Room Rental	
Chapel	
Décor	
Security and Cleaning	
Miscellaneous	
Event Total	

Client's Signature

Representative of the Addison Event Center

Date

Date

Initial _____