



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 am – 3:00 pm	\$1,000.00
Monday – Thursday	5:00 pm – 11:00 pm	\$1,250.00
Friday	5:00 pm – 12:00 am	\$1,750.00
Saturday	10:00 am – 12:00 am	\$2,500.00
Sunday	4:00 pm - 10:00 pm	\$1,500.00
Chapel	Within 4 hour block	\$500.00

\*\* Holidays will be priced upon request. \*\*

All room rentals are for four hour blocks, based upon a minimum group of 100, maximum group of 300. 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 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 am – 3:00 pm	\$2,000.00
Monday – Thursday	5:00 pm – 11:00 pm	\$2,250.00
Friday	5:00 pm – 12:00 am	\$2,750.00
Saturday	10:00 am – 12:00 am	\$3,500.00
Sunday	4:00 pm - 10:00 pm	\$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:**

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.

### **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

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

\_\_\_\_\_ Payment Form  
Room Rental Deposit

\_\_\_\_\_ Client Cell #  
Client Phone #

\_\_\_\_\_ Client E-mail  
Approximate Guest Count

\_\_\_\_\_ Client Address

\_\_\_\_\_ Date  
Signature

\_\_\_\_\_ Date  
Signature of AEC Representative

**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.

Client Name: \_\_\_\_\_

Date of Event: \_\_\_\_\_

# Addison Event Center, Inc.

## 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 = \_\_\_\_\_

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.**

### Décor Options

Overlays x \$5.00 = \_\_\_\_\_

90" Tablecloths x \$10.00 = \_\_\_\_\_

Chair Sashes x \$2.00 = \_\_\_\_\_

Chair Cover & Sash x \$3.50 = \_\_\_\_\_

Centerpieces x \$10.00 = \_\_\_\_\_

LED Lights x \$5.00 = \_\_\_\_\_

Uplights x \$30.00 = \_\_\_\_\_

**Total** \_\_\_\_\_

Subtotal \_\_\_\_\_

Tax 8.25% \_\_\_\_\_

Service Charge 19% \_\_\_\_\_

**Food and Beverage Total** \_\_\_\_\_

Room Rental \_\_\_\_\_

Chapel \_\_\_\_\_

Décor \_\_\_\_\_

Security Deposit \$500.00 \_\_\_\_\_

Miscellaneous \_\_\_\_\_

**Event Total** \_\_\_\_\_

\_\_\_\_\_  
Client's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Representative of the Addison Event Center

\_\_\_\_\_  
Date

Event Total \_\_\_\_\_

Payments \_\_\_\_\_

Balance \_\_\_\_\_