



14775 Midway Road Suite B  
 Addison, Texas 75001  
 972.934.9911

Email: AddisonEventCenter@Charter.net  
 www.AddisonEventCenterInc.com

**Room Rental Rates:**

Monday – Thursday	7:00 am – 3:00 pm	\$1,000.00
Monday – Thursday	5:00 pm – 11:00 pm	\$1,250.00
Friday	7:00 pm – 3:00 pm	\$2,250.00
Saturday	7:00 am – 3:00 pm	\$3,000.00
Sunday	7:00 pm - 3:00 pm	\$2,000.00
AV	Standard Package	\$650.00

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

All room rentals are based upon a 6 hour event time with 1 hour prior for set up and one hour for breakdown. Each additional hour is \$350.00 and Additional \$15.00 per staff member per hour.

**Room Rental Includes:**

300 gold chevalier chairs, thirty 48” round tables, six 8’ rectangle tables, 70 Class Room Tables, white linen tablecloths, set-up of tables and chairs, clean-up. Close parking with no fees.

**Cleaning/Damage 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.

**Standard AV Package:**

Technician for 4 hours, 2 speakers, sound board, 5x7 screen, 1 lapel mic, 1 hand held mic additional hours \$100 per hour or full 8 hour day for \$900.00

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### **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 - three 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

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