



Elegance...Decadence...Style...

Addison Event Center

Outside Catering Packet

14775 Midway Road, Suite B

Addison, Texas 75001

972-934-9911

addisoneventcenter@charter.net

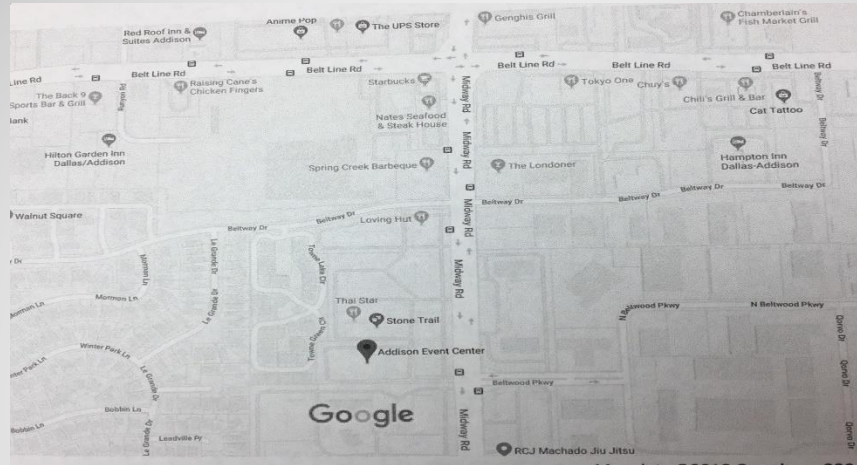
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The Addison Event Center, is located on Midway Road just two blocks South of Beltline.

Our luxurious 3,700 square foot ballroom is versatile for any social or corporate catering event. Enjoy the refinements of French palladium mirrors, Swarovski crystal chandeliers, and a large 16'x32' built-in dance floor. At the Addison Event Center, we offer remarkable service to make your event memorable.

Your perfect forever begins here...

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The Addison Event Center is conveniently located in the heart of Addison.

From Interstate 635: Exit Midway Road from I-635. Continue north on Midway Road approximately 1.9 miles passing Proton Road, AEC Inc. is located one block north of Proton Road on the west side of Midway Road.

From Dallas North Tollway: Exit Beltline Road from the Dallas North Tollway, continue west on Beltline approximately 0.9 miles and turn left on Midway road. AEC Inc. is located two block south Beltline on the west side of Midway.

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Addison Event Center is a luxurious 3,700 square foot ballroom boasting refinements of French Palladium mirrored windows, faux columns, Swarovski crystal chandeliers, and a large 16'x32' built-in dance floor.

The Complimentary amenities of renting the ballroom includes:

(300) Gold Chevalier Chairs

(40) 48" round tables

(6) 8' rectangle tables

Buffet skirting and décor

Set-up of tables and chairs

Clean-up

Room will be set to renters specifications

(250) Private parking with no fees

(1) Bridal suite



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Room Rentals with Outside Catering:

<i>Monday – Friday</i>	<i>7:00 a.m. – 3:00 p.m.</i>	<i>\$2,000.00</i>
<i>Monday – Thursday</i>	<i>5:00 p.m. – 11:00 p.m.</i>	<i>\$2,250.00</i>
<i>Friday</i>	<i>5:00 p.m. – 12:00 a.m.</i>	<i>\$2,750.00</i>
<i>Saturday</i>	<i>10:00 a.m. – 12:00 a.m.</i>	<i>\$3,500.00</i>
<i>Sunday</i>	<i>4:00 p.m. – 10:00 p.m.</i>	<i>\$2,500.00</i>
<i>Chapel</i>	<i>Within 4 hour block</i>	<i>\$ 500.00</i>

Holidays will be priced upon request

All room rentals are for four hour blocks, maximum group of 300.

Additional hours may be purchased prior to event for \$350.00 per hour with additional staff fee of \$15.00 per hour per staff member.

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Cleaning/Damage Deposit:

*A \$500.00 deposit for damages or if excessive cleaning is required which is **refundable** upon inspection. A security guard is not required for most events.*

Catering:

Outside Caterers must provide proof of insurance and proof of passing inspection by the health department. A copy must be provided for client's file.

Table Linens:

\$200.00 Flat Fee for 4 point white table linens and Napkins.

Tableware:

\$600.00 Flat Fee for house china, glassware and silverware.



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Non alcoholic beverage station package to include glasses, spoons, lemons, sugars and creamers.

Beverage Station without Bar: \$5.50 per guest:

Regular Coffee, Decaffeinated Coffee, Unsweetened Tea and Unlimited Soft Drinks (Coke, Diet Coke and Sprite)

Beverage Station with Bar: \$2.50 per guest:

Regular Coffee, Decaffeinated Coffee, Unsweetened Tea and Unlimited Soft Drinks (Coke, Diet Coke and Sprite)

Lemonade: \$25.00 unlimited:

Lemonade with lemon slices

Cake Cutting: \$1.50 per person (with outside cake vendor):

Includes cake plates, cake fork, staff cutting cake, plating cake and serving cake

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Delicious Cakes

14819 Inwood Road
Addison, Texas 75001-3721

\$6.00 per person Guarantee (Regular Design)

Consultation and Tasting

Delivery and Set Up

1st Year Anniversary Cake

Cake Cutting

Plating and Serving

Final Count to be determined 2 weeks prior to event date

No changes or additions after that time.

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Bar set up fees:

Fees include TABC bartenders, glassware, ice, storage, handling and normal breakage

Wine and liquor prices are for 750 ml bottles

Client is to provide all alcohol, beer and wine

Set Up Fees as follow:

\$100.00 per keg of beer

\$100.00 per case of wine

\$100.00 per case of champagne

\$ 50.00 per bottle of 750 ml liquor



***No outside beverages are allowed on property other than what client has brought in
under the contracted terms***

Service fee 19% and tax 8.25%

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Securing the room:

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

Cancellation Policy:

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

Décor Options:

Overlays: \$6.00 per table

Chair Covers: \$2.50 per chair

72x72 Overlays: \$7.00 per table

Sash: \$2.00 per chair

90" Tablecloths: \$10.00 per table

Chair Cover & Sash: \$3.50 per chair

Table Centerpieces: \$10.00 per table



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Finalizing your event:

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

Room layout

Final guest count

Payment for final guest count (check, cashier's check or money order)

Itinerary (coordination and timing of the event)

Arrival time for vendors with contact name and phone number

Review of special requests

