**The Legacy Event Center**

*Event Packages & Prices*

**Package A - $2,200**

**Two Consecutive days**

Rental times:

\*First day: Your choice of 9 consecutive hours, (between 9am and midnight).

\*2nd day: 10am to midnight.

Above hours include decorating, rehearsals, vendor or catering setups, etc.

Package includes:

 20 tables.

 120 chairs.

 20 floor length tablecloths (in white, black, or ivory).

 Use of Bridal Suite.

 Full use of Chef’s kitchen.

 Full use of A/V, sound system, and microphones.

 Event setup to your specifications.

 One or more staff members on hand during your event.

Set up and final cleaning are done by legacy staff. Client is responsible for removal of their food, décor, trash, and taking all trash outside to receptacle. (For an additional fee of $300, the Legacy will do ALL the cleanup).

**Package B - $1,900**

**One day event**

Rental times:

\*9am to Midnight

Above hours include decorating, rehearsals, vendor or catering setups, etc.

Package includes:

 20 tables.

 120 chairs.

 20 floor length tablecloths (in white, black, or ivory).

 Use of Bridal Suite.

 Full use of Chef’s kitchen.

 Full use of A/V, sound system, and microphones.

 Event setup to your specifications.

 One or more staff members on hand during your event.

Set up and final cleaning are done by legacy staff. Client is responsible for removal of their food, décor, trash, and taking all trash outside to receptacle. (For an additional fee of $300, the Legacy will do ALL the cleanup).

**Package C - $700**

**5 Hour event**

Rental time:

\*5 total and consecutive hours.

Above hours include decorating, rehearsals, vendor or catering setups, etc.

Package includes:

 20 tables.

 120 chairs.

 20 floor length tablecloths (in white, black, or ivory).

 Use of Bridal Suite.

 Full use of Chef’s kitchen.

 Full use of A/V, sound system, and microphones.

 Event setup to your specifications.

 One or more staff members on hand during your event.

Set up and final cleaning are done by legacy staff. Client is responsible for removal of their food, décor, trash, and taking all trash outside to receptacle. (For an additional fee of $300, the Legacy will do ALL the cleanup). Additional hours may be added to package at a cost of $100 per hour.

**Package D - $300**

**3 hours (perfect for birthdays or baby showers)**

Rental times:

\*3 consecutive hours of your choice

Package includes:

 10 tables.

 60 chairs.

 Floor length tablecloths (white, black, or ivory)

 Satin table toppers in pink, blue, or your choice of available colors.

 Full use of kitchen.

 Full use of sound system.

 Legacy staff member on hand for the event.

Set up and final cleaning are done by legacy staff. Client is responsible for removal of their food, décor, trash, and taking all trash outside to receptacle. (For an additional fee of $300, the Legacy will do ALL the cleanup).

Additional hours may be added to package at a cost of $100 per hour. Note: If additional tables and chairs are needed, tables with tablecloths are $10, and chairs are $1 each.

**Package E - $1,000**

**10 Hours (for Workshops, Conferences, or Meetings)**

Package includes:

 20 round or 16 rectangular tables

 120 chairs

Use of sound system and wireless microphones.

 Overhead projector screen

 Free Wi-Fi access.

 Coffee, cups, sugar, and creamer.

 Water & cups

 One or more staff members on hand for event.

Tablecloths do not come with this package, but may be rented.

Set up and final cleaning are done by legacy staff. Client is responsible for removal of their food, décor, trash, and taking all trash outside to receptacle. (For an additional fee of $300, the Legacy will do ALL the cleanup).

**Package F - $1,500**

**Building Rental only - One day (vendor events, etc.)**

Rental time:

\*9am to Midnight

Package includes:

 Use of Kitchen.

 Use of sound system.

 Does NOT include tables, chairs, or tablecloths.

Set up and final cleaning are done by legacy staff. Client is responsible for removal of their food, décor, trash, and taking all trash outside to receptacle. (For an additional fee of $300, the Legacy will do ALL the cleanup).

***Payment plans are available:***

These require a 30% *non-refundable* down payment of the package price, plus a separate, fully refundable security deposit (Security deposit is $500 for the two-day, one-day, and 10-hour packages, and $250 for the 3–5-hour packages), which is returned 3 days following your event if no damage has occurred.

Balance is to be paid monthly, and the account must be paid in ***full*** 30 days prior to your event. Further details of our refund policy are covered in the Legacy’s contract.