

# VENUE 122

— EVENT SPACE —

122 EAST CULVER STREET ♦ PHOENIX, AZ 85004

Wedding Package



# Venue 122 2024 Wedding Package

*Estimate of Facility Rental and Usage Fee*

## Weekend/Weekday Rates

	<b>TIME DURATION</b>	<b>RENTAL RATE</b>	<b>REQUIRED DEPOSIT</b>	<b>ADDITIONAL HOURLY RATE</b>
<b>CEREMONY</b>	2 Hours	<b>\$3000</b>	\$600*	\$400
<b>RECEPTION</b>	6 Hours	<b>\$4500</b>	\$800*	\$400
<b>WEDDING</b>	8 Hours	<b>\$5500</b>	\$1000*	\$400



## Included Services

DETAILS	
<b>VENUE SUPPORT STAFF</b>	<ul style="list-style-type: none"> <li>- Charge includes 2 additional hours required for set up and breakdown.</li> <li>- 3 venue support staff for up to 150 guests.</li> <li>- Every additional 50 guests require +1 staff.</li> </ul> <p><i>*Additional event details may require more staff.</i></p>
<b>A/V RESOURCES</b>	<ul style="list-style-type: none"> <li>- Limited A/V support including house speakers, projectors, microphones, and projectors.</li> </ul> <p><i>*Additional tech may require external support.</i></p>
<b>SECURITY</b>	<ul style="list-style-type: none"> <li>- Private security detail one per 100 guests</li> </ul>
<b>CLEANING</b>	<ul style="list-style-type: none"> <li>- Professional cleaning before and after event.</li> </ul>
<b>BAR/BEVERAGE SUPPORT STAFF</b>	<ul style="list-style-type: none"> <li>- Includes 4 hours of service.</li> <li>- Additional hours at \$50/hr.</li> <li>- Includes bartender, supplies, rental of bar, bar set up.</li> </ul>
<b>DAMAGE DEPOSIT</b>	<ul style="list-style-type: none"> <li>- Security deposit refunded after inspection of the premises. Refunded within 10 days of event.</li> </ul>

## Additional Event Services

DETAILS	
<b>PREMIUM/SPECIAL SELECTION WINES</b>	<ul style="list-style-type: none"> <li>- Additional premium wines, beers and soft drinks are available upon request; price and buy back policy will vary.</li> </ul>
<b>UPGRADED A/V TECH</b>	<ul style="list-style-type: none"> <li>- \$50/hr 4 hour minimum</li> </ul>
<b>DAY OF COORDINATOR</b>	<ul style="list-style-type: none"> <li>- Provides additional assistance with event planning needs. Price TBD.</li> </ul>
<b>HOSTED BAR PACKAGE</b>	<ul style="list-style-type: none"> <li>- Total pre-purchase wine, beer and soft beverages will be determined once final guest count is known. Package will include house selections; Total will include tax and an 20% service fee. Client charged on consumption only; a buy back courtesy is offered for unconsumed pre-purchased beverages after final beverage consumption is determined.</li> </ul>

## Payment Schedule

Deposit	Due at signing of contract. Locks event date on our calendar
Half of total balance	Due half way between contract signing and event
Remaining balance	Due 30 days prior to event
*Cancellation	Within 30 days of contract signing, Deposit refunded less \$100.00. Over 30 days after contract signing, No refund of original \$500.00 deposit. After half way between contract signing and event but prior to two months before event, Half of total amount paid after two months prior to event. No refund of any payments.

\*Pricing and Fees are estimates only and subject to change pending final event determinations. Base rental rate, labor and cleaning fees will be honored at time of contract signing. Based on an 8hr wedding ceremony + reception package, a 6hr reception only package, and/or a 4hr ceremony only package. All event set-up and take-down time needs to fall within rental timeframe; additional time can be added on an hourly rental rate. Deposit is based on 25% of estimated rental and cleaning total. All alcoholic and non-alcoholic beverages will be sold by Venue as a hosted or cash/cc transaction only. Client will be allowed to bring in outside catering vendor pending venue manager approval and vendor's agreement to provide required liability as well as staffing to accommodate food service and cleanup; Venue staff does not handle any food service or meal service cleanup; outside caterer allowance subject to processing fee of \$200.00. Event rental vendors must be approved by venue; delivery and pickup must be within rental timeframe unless arranged and approved by venue manager. A final event invoice will be issued for any additional expenses incurred during the event and will be charge on card on the day of the event. A refund check will be issued, within 10 business days after the event, for unconsumed pre-purchased beverages.