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PARTY HARDY EVENTS

# Services & Pricing Guide



[www.partyhardyevents.com](http://www.partyhardyevents.com)

FEB 2024



# Hello there!



*Sean & Marjie*

Owners

We are a husband-and-wife team of event planners. Party Hardy Events was created for all those who love to have fun and know how to have a good time! If you are like us, then you enjoy getting together with family and friends to celebrate life's milestones and events.

We wanted to create a space worthy of momentous occasions while also having a space to house family-friendly public events.

So, no matter the festivity, Party Hardy Events is a place for all of life's events big or small. Have a party your way and call us today!

# Why Work with Us

Enter into a world where every moment is crafted to perfection, where celebrations are made into one-of-a-kind experiences. Here, at your service, we pledge to create an event that mirrors your essence in every way, from the planning stages to the final reveal.

Party Hardy Events offers a mesmerizing 5,000 square foot blank canvas, ready to be transformed into your wildest dreams. Whether you're looking to host a wedding, shower, bar/bat mitzvah, birthday party, graduation, pop-up shop, fashion show, corporate event, or anything else, our space can accommodate your vision.

Our venue features an ample bar area and kitchenette, perfect for catering prep and setup. A host lounge is also available to allow the guest of honor to prepare or relax before the event. Additionally, Party Hardy Events is equipped with two handicap-accessible restrooms and ample parking, ensuring a seamless and comfortable experience for all.



# How It Works

**01 BOOK A CONSULTATION CALL**  
Go online to our website and head to the contact section to fill out a questionnaire about your event.

**02 SIGN THE CONTRACT**  
Once we have discussed your event you will be emailed a contract to review the services needed for your event.

**03 PAY YOUR DEPOSIT**  
A non-refundable deposit of 30% of your total costs are due at contract signing to reserve your date. The remaining fees will be due no later than 30 days before your event.

**04 BE READY TO PARTY HARDY!**  
Show up to a stress-free event where you can celebrate with your family and friends.

## CONTACT DETAILS

**804.513.9592**

[info@partyhardyevents.com](mailto:info@partyhardyevents.com)

**1208 Carmia Way  
Suite 12B**

**Noth Chesterfield, VA 23225**

## OFFICE HOURS

MON - TH	9:00am - 6:00pm
FRI - SAT	9:00am - 12:00pm
SUN	CLOSED

## WEBSITE

[www.partyhardyevents.com](http://www.partyhardyevents.com)

## SOCIAL MEDIA

 [@partyhardyeventsllc](https://www.instagram.com/partyhardyeventsllc)



# Venue Rental

Just need an empty canvas and space to have your event? Then look no further than Party Hardy Events. We have over 5,000 sq feet of space available for any event.

**RESERVE OUR VENUE TODAY**

## INCLUDED:

- ✓ Up to (10) 72" round tables, (4) 6ft long tables
- ✓ 100 Gold Chivari chairs with cushions
- ✓ Black or white table linens
- ✓ Bar and kitchenette area with refrigerator
- ✓ Wifi and free parking

## YOUR INVESTMENT

Mon-Thurs.	\$200/hr
Fri-Sat.	\$1500 Half Day/\$2500 Full Day
Sunday.	\$1800 Full Day Only

**\*HALF DAY =5HRS & FULL DAY = 10HRS**

**\*\*Pricing does not include cleaning and security fee**

# Party Packages



Short on time or don't know where to start but want to plan a fabulous event? Then one of our party packages maybe for you! From a simple get together or an extravagant event, it's all up to you.

There are no substitutions for our party packages, but you can always add on additional services as needed.

**YOUR INVESTMENT**  
**\$2500 – \$5000**

## WHAT YOU'LL GET:

- ✓ 30 - 60-minute consultation to go over your event needs.
- ✓ Use of the venue for half/full day
- ✓ Table linens in your choice of color
- ✓ Charger Plates (Gold or Silver)
- ✓ \*Custom Backdrop (8'x10' drape sequence wall, chiara stands)
- ✓ Event set up and breakdown

\*depends on chosen package

# Party Packages

## CONFETTI: \$2500.00

- HALF DAY VENUE RENTAL
- ROUND TABLES /CHAIRS FOR UP TO 50 GUESTS
- 30 MIN PLANNING SESSION
- TABLE LINEN (COLOR YOUR CHOICE)
- CHARGER PLATES (GOLD or SILVER)
- VOTIVE CANDLE HOLDERS & TEALIGHTS
- DRAPE BACKDROP (UP TO 2 COLORS)
- 6 FT BALLOON GARLAND (UP TO 3 COLORS)

## SOIREE: \$3500.00

- FULL DAY VENUE RENTAL
- ROUND TABLES/CHAIRS FOR UP TO 70 GUESTS
- (2) 30 MIN PLANNING SESSION
- DESIGN MOCKUP
- TABLE LINEN OF YOUR CHOICE
- CHARGER PLATES (GOLD or SILVER)
- CHOICE OF BACKDROP (DRAPE, SEQUENCE/GRASS WALL, HOOP)
- VOTIVE CANDLE HOLDERS & TEALIGHTS
- MODERATE CENTERPIECES (UP TO 7)
- 10 FT BALLOON GARLAND
- CHOICE OF TREAT/CAKE TABLE OR COLUMNS
- CHOICE OF INSTOCK NEON SIGN

Pick a package that meets your event needs. Although there are no substitutions for our party packages you can always look at our add-on list to upgrade your package.

**LET'S PARTY !!**

## PARTY HARDY: \$5,000.00

- FULL DAY VENUE RENTAL
- ROUND TABLE/CHAIRS FOR UP TO 100 GUESTS
- (2) 30 MIN PLANNING SESSION
- DESIGN MOCKUP
- TABLE LINEN & NAPKINS OF YOUR CHOICE
- CHARGER PLATES (GOLD or SILVER)
- CUSTOM BACKDROP (3PC DRAPE OR 3PC CHIARA STANDS)
- VOTIVE CANDLE HOLDERS & TEALIGHTS
- CUSTOM CENTERPIECES (UP TO 10)
- 12 FT BALLOON GARLAND
- CHOICE OF THRONE CHAIR OR SOFA
- CHOICE OF INSTOCK NEON SIGN
- (2) BEVERAGE DISPENSERS
- PHOTO BOOTH WITH BACKDROP
- ACCESS TO HOST SUITE

**\*\*Pricing does not include cleaning and security fee**

# Build –a–Party

Do you have a theme in mind or a Pinterest board of ideas?

Start from scratch and build a party your way. Let your creativity run wild and watch your dream event unfold by creating a one-of-a kind event your way.

## WHAT'S INCLUDED:

- ✓ (2) 30 minute consultations
- ✓ A mockup of your event so you can see your vision come to life
- ✓ A list of add-ons to choose items and decor for your event.
- ✓ Event set up and breakdown

YOUR INVESTMENT  
**\$1000+**



# How It Works

01

## **VENUE RENTAL**

Think about how long your event will be. You will be charged an hourly rate (Mon - Thurs) or half/full day (Fri - Sun)

02

## **HOW MANY GUESTS?**

Think about how many guests will be in attendance. 10 tables and 100 chairs are complimentary with the venue so additional costs will apply for more than 100 guests

03

## **THEME/COLOR SCHEME**

Have a theme in mind? Choose a theme or colors you would like to have at your event.

04

## **ADD-ON SERVICES**

Check out our add-on list and pick what will make your event pop or stand out!

05

## **PARTY HARDY!**

Show up to a stress-free event where you can celebrate with your family and friends.

# Kids Party Packages

## FUNFETTI : \$1800.00

- 5-HOUR VENUE RENTAL
- UP TO 10 KIDS + BIRTHDAY CHILD
- (3) ROUND TABLES FOR ADULT SEATING
- (2) 6FT TABLES (FOOD & GIFT TABLES)
- CHILDREN'S TABLE AND CHAIRS
- PLASTIC CUPS, PLATES, UTENSILS
- CHIARA BACKDROP
- CUSTOM WATER BOTTLES
- THEMED COLORING PRINTABLES/CRAYONS
- GOODIE BAGS/BOXES (NOT FILLED)
- TREAT/CAKE COLUMN SETUP (UP TO 3)
- BALLOON CENTERPIECES



Our children's parties allow for a stress-free event for children ages (1-10). Clients will supply cake and treats but leave the decorating and clean up to us.



## TAKE THE CAKE: \$2300.00

- 5-HOUR VENUE RENTAL
- UP TO 20 KIDS + BIRTHDAY CHILD
- (4) ROUND TABLES FOR ADULT SEATING
- (2) 6FT TABLES (FOOD & GIFT TABLES)
- CHILDREN'S TABLE AND CHAIRS
- PLASTIC CUPS, PLATES, UTENSILS
- THEMED BACKDROP
- CUSTOM WATER BOTTLES OR CAPRI SUNS
- CUSTOM GOODIE BAGS/BOXES
- THEMED COLORING PRINTABLES/CRAYONS
- TREAT/CAKE COLUMN SETUP (UP TO 3)
- BALLOON CENTERPIECES
- 8FT BALLOON GARLAND
- WELCOME SIGN

**\*\*Pricing does not include cleaning and security fee**



# Wedding Packages

## SUMMARY:

- ✓ 2-10 hours of venue use (set up, event and breakdown)
- ✓ A quick flip from intimate ceremony to reception space (if applicable)
- ✓ Custom drape or hoop ceremony backdrop
- ✓ Private dressing room

**YOUR INVESTMENT**

**\$500+**

# What You'll Get

## 1 Use of Venue

You will have 2-10 hours of venue use which can be used for setting up decor, wedding prep, event and breakdown. There is also a dressing room available.

## 2 Rehearsal Time

A one to two-hour rehearsal will be scheduled upon availability of the venue.

## 3 Day of Coordinator

Party Hardy Events will have a day of coordinator to ensure the day goes smoothly and help where needed. However, this person is not a wedding coordinator.

## 4 Photobooth

Capture this occasion with family and friends with our photo booth.





## ELOPEMENT \$500.00

- 2 HOUR VENUE RENTAL
- CHAIRS FOR UP TO 10 GUESTS
- HOOP CEREMONY BACKDROP

ONLY AVAILABLE MON - THURS



## MINIMONY \$1500.00

- 4 HOUR VENUE RENTAL
- CEREMONY /RECEPTION FOR UP TO 30 GUESTS
- HOOP OR ARCH CEREMONY BACKDROP
- WHITE TABLE LINEN



## MICRO WEDDING \$2500.00

- 5 HOUR VENUE RENTAL
- (6) ROUND TABLES FOR UP TO 60 GUESTS
- TABLE LINEN & NAPKINS OF YOUR CHOICE
- CHARGER PLATES (GOLD or SILVER)
- 8' DRAPE OR HOOP CEREMONY BACKDROP
- VOTIVE CANDLE HOLDERS & TEALIGHTS
- BLUETOOTH SPEAKERS
- PRIVATE DRESSING ROOM
- 2HR WEEKDAY REHEARSAL

**\*\*Pricing does not include cleaning and security fee**

## CEREMONY & RECEPTION \$7000



- FULL DAY VENUE RENTAL
- ROUND TABLE/CHAIRS FOR UP TO 100 GUESTS
- (10) COCKTAIL TABLES
- (4) 6FT TABLES
- TABLE LINEN & NAPKINS OF YOUR CHOICE
- CHARGER PLATES (GOLD or SILVER)
- 8' DRAPE OR HOOP CEREMONY BACKDROP
- SWEETHEART TABLE
- VOTIVE CANDLE HOLDERS & TEALIGHTS
- PHOTOBOOTH (4HRS) WITH BACKDROP
- BLUETOOTH SPEAKERS
- (2) BEVERAGE DISPENSERS
- CAKE STAND
- PRIVATE DRESSING ROOM
- 2HR WEEKDAY REHEARSAL

## RECEPTION ONLY \$5000



- FULL DAY VENUE RENTAL
- ROUND TABLE/CHAIRS FOR UP TO 100 GUESTS
- (10) COCKTAIL TABLES
- (4) 6FT TABLES
- TABLE LINEN & NAPKINS COLORS OF YOUR CHOICE
- CHARGER PLATES (GOLD or SILVER)
- VOTIVE CANDLE HOLDERS & TEALIGHTS
- SWEETHEART TABLE SETUP
- PHOTOBOOTH (4HRS) WITH BACKDROP
- (2) BEVERAGE DISPENSERS
- CAKE STAND
- PRIVATE DRESSING ROOM

**\*\*Pricing does not include cleaning and security fee**

# Additional Services



## Photo Booth

Capture the memorable moments at your event by renting our photo booth. You can instantly share to your social media or print out your photos.

**\$250/HR**

## Bluetooth Speakers

Play your own playlist at your event with a state-of-the-art Bluetooth surround sound speaker.

**\$300**

## Decor Rentals

View our decor inventory of tables, backdrops, champagne wall, centerpieces and more to add to your celebration.

# Policies

## Scheduling and Booking

A request for use of venue can be made via our website at [www.partyhardyevents.com](http://www.partyhardyevents.com) or by calling (804) 513-9592. All scheduling is subject to availability. All events with a decor package must be reserved at least 2 weeks prior to scheduled event. To confirm and reserve your desired date, the client must pay a non-refundable deposit of 30% and the remaining balance will be due 30 days before the event.

The venue can be reserved by the hour Monday through Thursday with a minimum requirement of (2) two hours. Please take into consideration the time needed for vendors to setup and breakdown. You will have 30 minutes before and after the event. If you need more than the allotted 30 minutes, payment for additional hours will be required. Weekend reservations must be in half (5 hours) or full day (10 hours) increments.

## Internet and Sound System

Wi-Fi is available for free, but use of the Bluetooth surround speakers will be an additional charge. The Bluetooth speakers are good option if you want to play your own playlist without having a DJ or need to hook up a microphone.

## Kitchenette/Food Prep Area

There is plenty of prep space for a caterer and a bar area perfect for buffet set up with chafing dishes. Inside the kitchenette area there is a refrigerator, ice machine and sink. There is NO oven on the premises.



# Policies

## Alcohol

All clients will be responsible for obtaining their own ABC license for any events providing alcohol and all drinks must be served by a licensed bartender. A copy of the approved ABC license must be provided 14 days prior to your event.

As a client you are accountable for your guests' consumption and assume responsibility for service of alcoholic beverages. You agree to not serve alcohol to any persons under the age of 21. You also agree to be responsible and respectful of the property and no alcohol will be allowed outside of the building.

<https://www.abc.virginia.gov/licenses>

## Payments

A detailed invoice with rental /package rates, add-ons, cleaning fee and security deposit costs will be emailed to the client. Any changes can be made by providing written notice.

The balance of your remaining fee is due 30 days prior to your event. Payments can be made by cash, credit or debit card or ACH payment. All credit/debit card payments will be assessed with a 3.5% processing fee.

Any contract signed 30 days or less prior to the date of the event will require payment in full at the initiation of the contract.

# Policies

## Cancellations

We do not offer refunds on the 30% deposit used to reserve your date. If you cancel your reservation at least 60 days before your event, you can change your date and your initial deposit can be credited toward the new date if used within 6 months.

## Clean Up/ Trash Removal

The venue will be in clean condition prior to your event. Clients and vendors are responsible for disposing of their own trash. **There is a non-refundable \$150.00 cleaning fee** added to every venue rental or party package to ensure the upkeep of the venue. Any items or decorations brought in by client or vendors will need to be removed by end of event.

## Damages

Any damages to the facility, tables, chairs, or missing items will be taken out of the **\$200.00 security deposit**. If cost of damages is significantly more than the security deposit, the client will be billed additional damage fees which will be payable within 14 days. **If no damages are found, you will be refunded your total security deposit.**

## Social Media and Promotional Marketing

By posting any content from the event space of your event you grant Party Hardy Events the right to publish, reproduce and post on its social media site for marketing purposes. If you wish to not have your event posted, please contact us in writing.

# FAQ's

## How many people can your venue accommodate?

We can accommodate up to 305 people

## How can I tour the venue?

We allow tours Tuesday through Thursday from 10am to 6pm. Please call 804.513.9592 to schedule a tour appointment.

## How do I book the venue or reserve my date?

A request for use of venue can be made via our website at [www.partyhardyevents.com](http://www.partyhardyevents.com) or by calling (804) 513-9592. To confirm and reserve your desired date, the client must pay a non-refundable deposit of 30% and the remaining balance will be due 30 days before the event.

## What time must my event end?

Sunday - Thursday all events must be end by **10 PM** and **11 PM** on Friday and Saturday. This means all event decor and/or items brought into the venue and guests must be out of the venue by this time.

## Is there a kitchen on the premises?

There is a kitchenette/bar area in the venue which provides plenty of cabinet and prep space along with a sink and refrigerator.

## Does the venue allow outside catering?

Yes, you are allowed to use a caterer of your choice, but we ask that your caterer have event liability insurance.

# FAQ's

## Can I bring outside alcohol?

All drinks must be served by a licensed bartender, and you are responsible for obtaining a one-day ABC license. The approved ABC license must be provided to the venue within 7 days of the event.

## Can I use outside vendors?

Yes, we allow outside vendors as long as they are insured. We also have a preferred vendor list to provide you assistance in seeking DJs, florists, caterers, photographers, etc..

## What forms of payment are accepted?

Payments can be made by cash, credit or debit card or ACH payment. All credit/debit card payments will be assessed with a 3.5% processing fee.

## What is the refund and/or cancellation policy?

There are NO refunds on the 30% deposit used to save your date. If you have to cancel your event for any reason, you will be allowed to transfer your deposit to a new date granted there is availability within 6 months of your original date.

## What decor is not allowed?

We do not allow open flame candles, confetti, or items to be taped, pinned or nailed to the walls. If you need to attach something to the wall, please you use command hooks.

# Ready to Get Started?

We look forward to hosting your event.

Give us a call or send us an email today to get the process started of creating the event of your dreams.

[SCHEDULE A CALL](#)

[LEARN MORE](#)

Come **PARTY HARDY** with us!

# PH

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804.513.9592



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