

# VENUE 122

— EVENT SPACE —

122 EAST CULVER STREET ♦ PHOENIX, AZ 85004

Wedding Package



# Venue 122 2024 Wedding Package

## Facility Rental and Usage Fees

### Weekend/Weekday Rates

	TIME DURATION	RENTAL RATE	REQUIRED DEPOSIT	ADDITIONAL HOURLY RATE
<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

\*Does Not Include Alcohol Package



## 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><b><i>*Additional event details may require more staff.</i></b></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>- Mandatory 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>

## 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. <b><u>No Liquor. All Alcohol comes from the venue.</u></b></li> </ul>
<b>BUSSERS</b>	<ul style="list-style-type: none"> <li>- \$50/hr 4 hour minimum.</li> <li>- Clean food and drink from tables.</li> </ul>
<b>DAY OF COORDINATOR</b>	<ul style="list-style-type: none"> <li>- \$50/hr.</li> <li>- Provides additional assistance with event planning needs.</li> </ul>
<b>HOSTED BAR PACKAGE</b>	<ul style="list-style-type: none"> <li>- Total pre-purchase of drinks for your event. Package will include house selections only. Other brands are charged separately.</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. Over 30 days after contract signing, No refund of original 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.**