

# The Event Center

The Event Center is 4,200 square feet of beautiful porcelain tiled floors under a stunning chandelier mounted in our 12' / 14' ceilings. The facility comfortably seats 200 guests with a capacity set to 280 guests. The set-up of tables and chairs for up is included in the package total along with access to our catering kitchen and AV system.

All the following amenities are included in each rental package:

## AMENITIES:

- 184 Chairs
- (23) 60 in. Round Tables
- (16) 6 ft. Rectangle Tables
- (4) 8 ft. Rectangle Tables
- (6) Pub Tables
- Set up & tear down of tables and chairs
- Parking for up to 135 vehicles
- Catering Kitchen
- Wireless Internet
- Audio/Video Equipment:
  - Projector and 90" x 160" widescreen
  - Sound system, wireless microphones, wooden or acrylic podium, easels



**RATES:** The rental rate is based on the number of hours that guests are in attendance and all listed amenities are included in each rental package. Example, an event from 5:00 PM – 8:00 PM is a 3 hour rental and the cost is \$900. There is no additional cost to decorate or tear down the day of the event. In addition to the rental rate, a \$500 deposit is required to secure the date to guarantee that there is no damage and cover any excessive cleaning needed. The deposit is refundable if the agreement guidelines are followed.

<u>Hours</u>	<u>Package Total</u>
<b>2 Hours</b>	<b>\$750</b>
<b>3 Hours</b>	<b>\$900</b>
<b>4 Hours</b>	<b>\$1050</b>
<b>5 Hours</b>	<b>\$1200</b>
<b>6 Hours</b>	<b>\$1350</b>

Each Additional Hour + \$100

\$300 Per Hour After Midnight

\$600 Decorate Day Before

\$500 Deposit Required To Reserve Date

## Security

ETBA will secure an off duty Longview police officer on your behalf for events lasting past 9 pm or that serve alcohol. There will be an additional \$40 per hour charge that will need to be paid directly to the officer by the renter. (3 hr min requirement)

## Alcohol

If you choose to provide alcohol at your event you must abide by all TABC laws and guidelines.

## Payment & Cancellation Policy

All rental invoice balances are due in full at least 30 days prior to the date of the rental event.

If the RENTER cancels the event 30 days or more prior to the event date the deposit is retained by ETBA. The remaining paid balance will be refunded to the Renter.

If the RENTER cancels the event less than 30 days prior to the event date there will be no refund given to the Renter. The deposit and all paid rental balance will be retained by ETBA.

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The Event Center is owned and operated by the  
East Texas Builders Association (ETBA).