

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:

182 Chairs

(25) 60 in. Round Tables

(16) 6 ft. Rectangle Tables

(4) 8 ft. Rectangle Tables

(5) 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, easel



RATES: The rental rate is based on the number of hours that guests are in attendance. Example, an event from 5:00 PM – 8:00 PM is a 3 hour rental and the cost is \$1000. The renter will have access to the venue the day of to decorate and tear down at no additional cost. The \$500 deposit is required to secure the date and is separate from the rental rate. The deposit is refundable after the event if the agreement guidelines are followed.

<u>Hours</u>	<u>Rental Rate</u>
2 Hours	\$850
3 Hours	\$1000
4 Hours	\$1200
5 Hours	\$1350
6 Hours	\$1500

\$500 Refundable Deposit To Reserve Date

Extra Time	\$100/hr
After Midnight	\$300/hr
Decorate Day Before	\$600

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Longview, Texas 75601
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Email: Events@EastTexasBuilders.Org
www.theeventcenteronline.com

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

Security

ETBA will schedule security for events lasting past 9 pm, that serve alcohol or at the discretion of the venue coordinator. The renter will prepay for the officer in advance. The cost is \$52/hr plus tax for a minimum of 3 hours of service.

Alcohol

If you choose to provide alcohol at your event you must abide by all TABC laws and guidelines. Alcohol sales are **not** permitted unless TABC has issued a temporary event permit. Alcohol may be served to guests age 21 and older at no cost or exchange.

Payment & Cancellation Policy

Deposit is due at booking. All rental invoice balances are due, in full, at least 15 days prior to the date of the rental event.

If the RENTER cancels the event, the deposit is non-refundable and will be retained by ETBA.

If the cancellation is at least 30 days prior to the event date, the paid balance (excluding deposit) will be refunded to the Renter.

If the cancellation is less than 30 days prior to the event, there will be no refund given to the Renter. All paid funds will be retained by ETBA.