

Thank you for your interest in **The Event Center on Marietta Street**.

We are taking reservations for 2014 events that are scheduled after October 15<sup>th</sup>. Our rental rates vary, depending on when and how you want to use the facility. We have two types of packages for you to choose from: The “*Do it Yourself Package*” or the “*Inclusive Package*”

### **The “Do it Yourself Package”**

The “Do It Yourself” package includes the following:

- Free parking
- Facility preparation fee
- Use of facility for the scheduled time block (four hour minimum)
- Table and chairs set up for up to 50 people
- Final clean and break down of Event Station property after your event
- Rental agreement

### **“Do It Yourself” Rental Rates**

**Monday-Thursday (all day):** \$100/hr, 4hr minimum

**Friday (before 4:00pm):** \$100/hr, 4hr minimum

**Friday (after 4:00pm):** \$150/hr, 4hr minimum

**Saturday (before 4:00pm):** \$150/hr, 4hr minimum

**Saturday (after 4:00pm):** \$200/hr, 4hr minimum

**Sunday (after 12:00pm):** \$150/hr, 4hr minimum (*NOTE: The Event Station is not open for events before 12:00pm on Sunday.*)

\*Note: A.M. Block is 9:00 a.m.-4:00 p.m.

P.M. Block is after 4:00 p.m. for four (4) hours

### **The “Inclusive Package”**

What would you like us to do for you? Just let us know what else you need. With the “Inclusive Package”, you get everything that comes in the “Do it Yourself Package”, but you can let us handle other aspects of your event as well.

The following is a partial list of added services and items we can provide for you:

- Tables and chairs for over 50 people
- Tablecloths, seat covers, linens, etc.
- Table top displays and settings
- AV System
- Wi-Fi Connection
- Podium or other props
- Serving stations/warming trays/ice
- Flowers/plants/center pieces
- Basic kitchen related items
- Furniture, accessories, decorations, etc.

- Chandeliers, mirror balls, strobe lights, special lighting
- Catering Services
- Photographer services
- DJ
- Live or pre-recorded entertainment
- Professional speakers
- Ordained pastors
- Event and party planner
- Invitations, email blasts, written notifications
- Decorator services
- What else – Just Ask!

With the “*Inclusive Package*”, we would schedule a meeting at a mutually convenient time with you. You would meet with our event planners at the Event Station to determine your needs. Usually within 48 hours, you’ll have the total price for your event which will include everything you asked for!

Please contact us if you have any questions, would like to tour the facility or if you want to schedule a meeting!

[info@eventstation.org](mailto:info@eventstation.org)  
[www.eventstation.org](http://www.eventstation.org)

To schedule an appointment to tour our facility and/or talk to one of our event planners or preferred vendors, please contact us at