



## 2022 Venue Rental Rates

### Reception Fee:

#### **Low Season (January, February and August)**

Friday or Sunday.....	\$5,200
Saturday .....	\$5,900
Monday-Thursday.....	\$3,400

#### **High Season (March, April, May, June, July, Sept., Oct., Nov., & Dec.)**

Friday or Sunday .....	\$5,900
Saturday .....	\$6,300
Monday-Thursday.....	\$3,900

### Ceremony Fee:

Ceremony when followed by reception.....	\$995
Ceremony only: 1.5 hours between 3:00-5:00 p.m.....	\$1,500

(Ceremony only-no food allowed)

Ceremony Fee includes: 1 hour for ceremony, white padded garden chairs, use of bride and groom rooms during the event, altar table and 1.5 hours for rehearsal

\*Any Friday or Sunday prior to a Monday holiday is a Saturday rate. Any holiday date is a Saturday rate.

Prices are subject to change until booking is confirmed. The current price at the time of booking supersedes any other price quotes . Ceremony site may be moved indoors due to inclement weather.

## Time allowances

### Reception Only

*(4 hours event time plus 4 hours setup time-8 total hours)*

### Ceremony & Reception (Fri,Sat,Sun)

*(5 hours event time plus 4 hours setup time, 1 ½ hour Rehearsal -10½ total hours)*

### Ceremony & Reception (Mon-Thurs)

*(4 hours event time plus 3 hours setup time, 1 ½ hour Rehearsal-8 ½ total hours)*

### Rehearsal time to be made by appointment

Additional reception hours can be purchased before or during the event at \$450.00 per hour. Additional setup or dressing hours can be purchased at \$100.00 per hour. \*Please note that there may be other guests on The Villa premises prior to your event. Your exclusive time begins with the start time of your event.

## INCLUDED WITH RENTAL:

- Dressing area for the bride/ bridesmaids and groom /groomsmen prior to ceremony
- One and a half hour rehearsal time under the direction of your officiant or a wedding party's direction
- Set up and tear down of tables and chairs
- 60" round tables - seats 10 people per table
- 2 -6 foot and 1 - 4 foot rectangular tables
- Specialty tables: head, buffet, cake, candy, gift, sign in, unity candle/sand ceremony table
- 3 Cocktail tables with linen
- Mahogany Chiavari chairs for reception (cushions not included)
- High chairs for children
- Choice of White, Ivory or Black tablecloths (colored overlays, runners, and sequin overlays available for an upgrade)
- Table china, silverware, acrylic glassware
- Bar Station
- Chalkboard Bar Menu
- Sweet Tea, Water
- Beverage Dispensers
- Sweeteners, stirrers
- Acrylic drinkware
- Ice is provided for all beverages excluding beer kegs and coolers
- We set up our amenities and do clean up at the end of the event
- Indoor dancing area
- Custom designed floor plan
- Free parking
- Time allotted for practicing for special dances
- Complimentary use of venue for scheduled one hour bridal portrait sessions
- Handicapped accessibility
- Handicapped restroom
- Cake cutting service available for a small fee. Self served whether sit down dinner or buffet

The Contracted party is allowed to bring in their own alcohol (TABC licensed bartender & security staff required for an additional fee and outsourced by The Villa)

## BOOKING A WEDDING

A \$1,500.00 nonrefundable, non transferable deposit and a signed contract are required to book an event. The deposit will be applied to the final bill.

The Facility Rental fee minus the deposit is due 5 months prior to the event. If booking occurs within the 5 months, then the facility rental fee is due 3 months prior or within a month of the event, whichever occurs first. Service fee and taxes will be added at the very end.

The final balance is due two weeks prior to the event. All fees and prices are subject to 6.75% State Sales Tax or the current State Sales Tax. The food price is subject to a 25% service fee. A 3% convenience fee will be charged when using a credit card.

Prices are subject to change without notice, however, once you have booked the facility, prices are locked in and will not change.

Vendors are required to bring in their tables, table linens, extension cords, etc. They are not allowed to bring in any amenity that is offered by The Villa including the amenities for an additional cost.

### Other amenities for an additional cost:

Up Lighting LED 8 total	\$180
Gobo Light (names projected on wall)	\$180
Table Centerpieces (Various types)	Prices vary
Chair Sashes	\$1.50 ea
Chair Cushions (Ivory only)	\$1.50 ea
Cloth napkins	\$1.00 ea
Sequin Table Toppers/Runners	\$10 ea
Colored tablecloths	\$5 ea
Table Runners	\$1.50 ea
Bartender fee (1 hr setup, event duration plus 1 hr cleanup)	\$35 per hour
Additional Bartender (1.5 hours)	\$225
Additional Bar	\$350
Vendor table with linen	\$30 ea
Frozen Margarita Machine	\$115
Frozen Margarita Concentrate	\$25 ea
Coffee: Regular & Decaf includes cups, saucers, creamers, sweeteners, stirrers (2 hours)	\$1.95pp
Corking Fee (10 flutes & Champagne bucket)	\$10 per table
Pouring of Champagne	\$1.00 pp
Preparation of Additional Entree	\$200
Wedding Cake Stand - Silver 18" round or square	\$25 ea
Cake cutting fee includes acrylic plates, silverware, and napkins- \$2.50; real china add \$1.00pp	\$2.50-\$3.50pp

Clear glass votive with LED tea light	.50 ea
Charger plates (gold or silver)	.50 ea
Floor easels	\$10 ea
Charger Plates ( Gold or Silver)	.50 ea
Screen (for projector)	\$30
Rehearsal assistance and directions (1.5 hours)	\$200
Glassware set on table	\$1.00 pp
Glassware for bar all night	\$1.95 pp
Outdoor Patio Heater	\$75 ea
Relocation of Buffet Table	\$100
Dressing up of tent rental-electricity, lighting, greenery, tulle. Tent to be rented by private vendor	\$250

## Contact Information:

The Villa at Cielo Vista  
21350 Cielo Vista Dr, San Antonio, Tx. 78255  
(210) 698-1654 office

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Call 210-698-1654 or email  
[weddings@villaci Lovista.com](mailto:weddings@villaci Lovista.com) to  
set an appointment.  
Appointments are scheduled  
Monday through Friday from  
10:30am to 7pm.