

(239) 936-2775

PACKAGE OPTIONS

as of June 2023 -

Welcome to Elegant Studios Event Center, where we offer three distinct packages designed to meet your event needs. Take a look at the packages below, offering a side-by-side comparison for your convenience. We also provide "add ons" to customize your package and make it truly tailored to your requirements.

PACKAGE A: DIY "Elegant Custom Do It Yourself"

For those seeking hands-on experience, this package is perfect. As an open vendor venue, you have the freedom to work with our preferred vendors or bring in your own **licensed** vendors. Tables and chairs are provided, and our professional staff handles the set-up and breakdown for your event; you handle everything in between. DIY Events requirements: Clients opting for a DIY event are responsible for managing and maintaining Elegant Studios Event Center during the rental hours of your Event. We ask you to provide An Event Planner, Host, or Organizer that is required to oversee your event from start to finish. Cleaning and management of the kitchen, bar area, ballroom, reception area, and outdoor spaces are the client's responsibility; you can hire our staff for these tasks. We offer "add ons" to customize your event; see page 6 - 8 for additional pricing on "add ons" to enhance your DIY Package.

PACKAGE B: Elegant Reception

Experience a worry-free package with exclusive use of Elegant Studios Event Center on your special day. This comprehensive package covers set-up, cleaning, table linens, catering, DJ services, bartending, security, and decorating. Simply share your vision, colors, and theme with us, and we will take care of the rest.

PACKAGE C: Elegant Premium

Taking the Elegant Reception Package to the next level, this package includes all the features of the Elegant Reception Package with additional enhancements. Enjoy a plated dinner with two different protein options instead of a buffet. Elevate the atmosphere with throne chairs, exquisite table centerpieces, and fluted glassware for the Champagne Toast.

Elegant Ceremony in the Ballroom (up to 75 Guests)

Make your ceremony unforgettable by hosting it at Elegant Studios Event Center. Our beautiful Ballroom will be transformed into a stunning Ceremony Room with sheer draping and decorations. The package includes a Wedding Canopy adorned with garland flowers and a flower bouquet, colored sheer draping for the canopy, chairs arranged facing the altar, chair covers or sashes (white or ivory), uplighting behind the altar, use of audio/speaker system with a wireless mic, and one hour of rehearsal time one or two nights before the wedding. At Elegant Studios Event Center, we strive to create the perfect ambiance for your event. Contact us to discuss your needs and customize your package accordingly.

#ElegantStudiosEventCenter #EventPackages #CustomizeYourEvent #MemorableCeremonies

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	DIY PACKAGE "DO IT YOURSELF"	ELEGANT RECEPTION PACKAGE	ELEGANT PREMIUM PACKAGE	CEREMONY PACKAGE
Event Center MANAGER On-site to address all your needs		✓	✓	
Use of MAIN BALLROOM	✓	✓	✓	
Use of LOBBY/BAR	✓	✓	✓	
Use of KITCHEN (non-cooking / non-commercial)	✓	✓	✓	
Use of DJ BOOTH Elevated	✓	✓	✓	
60" ROUND TABLES (Seats 8-10)	✓	✓	✓	
SILVER CHIAVARI CHAIRS (w/ Black Cushion)	✓	✓	✓	
Choice of Black or Ivory Cushion			✓	
Choice of White or Ivory Chair Covers			✓	
RECTANGULAR TABLES (for Gift, Cake, Kitchen, etc..)	✓	✓	✓	
COCKTAIL TABLES Highboys and lowboys. Choice of black or white spandex covers	✓	✓	✓	
SET UP AND BREAK DOWN OF TABLES & CHAIRS	✓	✓	✓	



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	DIY PACKAGE "DO IT YOURSELF"	ELEGANT RECEPTION PACKAGE	ELEGANT PREMIUM PACKAGE	CEREMONY PACKAGE
STRIKE & CLEAN UP OF ALL AREAS Done by Event Center Staff		✓	✓	
Decorating & Event Coordinating		✓	✓	
TABLECLOTHS Included for Guest Tables. Choice of Color.		✓	✓	
CLOTH NAPKINS Included. Choice of Color		✓	✓	
TABLE RUNNER Included. Choice of Color		✓	✓	
PLATE CHARGERS Included. Silver or Gold		✓	✓	
CHAIR SASHES Included. Choice of Color			✓	
TABLE CENTERPIECES Included; Choose from our selection			✓	
DRAPING DECOR Includes Ceiling Drapes & Pipe & Drape in Reception area		✓	✓	
LIGHTING DECOR Includes LEDs above mirrors, up to 4 LED uplights, ceiling star lights, disco lights, LED DJ Booth lighting. Choice of colors for LED lighting.		✓	✓	
THRONE CHAIRS or Throne Loveseat White or White with Gold trim.			✓	

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	DIY PACKAGE "DO IT YOURSELF"	ELEGANT RECEPTION PACKAGE	ELEGANT PREMIUM PACKAGE	CEREMONY PACKAGE
MAIN TABLE DECOR Choose from our selection.		✓	✓	
TABLECLOTHS FOR ALL OTHER TABLES Included. Choice of Color.		✓	✓	
Use of O/H PROJECTOR(s) Included.		✓	✓	
BUFFET DINNER Included. 1 protein, salad, starch, veggie. High quality disposable plates/utensils. * additional protein can be added at additional cost**		✓		
SERVED DINNER Choice of 2 proteins, salad, starch, veggie. Stoneware, flatware, glassware ** Client will have to provide seating chart			✓	
CHAMPAGNE TOAST Client provides champagne. We provide fluted glassware, open bottles and servers pour for guests			✓	
DJ 4-hours - ESEC will set up meeting with the DJ to discuss music choice.		✓	✓	
BARTENDER(s) Hosted bar. Included. Licensed. Experienced. Client provides the beverages. 4-hours included.		✓	✓	
General SECURITY 4 hours. included up to 75 guests		✓	✓	

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	DIY PACKAGE "DO IT YOURSELF"	ELEGANT RECEPTION PACKAGE	ELEGANT PREMIUM PACKAGE	CEREMONY PACKAGE
CEREMONY ROOM Up to 75 guests Ceremony chairs & canopy will be set up in the main Ballroom. After Ceremony, the ballroom will be transformed and set up with guest tables				
PRICING (does not include tax)				
for up to 50 guests	\$1995	\$7250	\$8150	\$700
for up to 75 guests	\$2295	\$9375	\$12000	\$825
for up to 100 guests	\$2595	\$12500	\$16000	n/a
for up to 125 guests	\$2895	\$15625	\$20000	n/a
for up to 150 guests	\$3195	\$18750	\$24000	n/a

**** Package & Pricing Options and pricing are subject to change ****

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ADD-ON OPTIONS

TABLE LINEN PACKAGE OPTION

This includes the color of your choice of tablecloth, cloth napkins and a table runner. The price per table is \$40/table.

TABLE LINEN OVERLAY

A large selection of overlays to accent and elevate your table decor with various colors and textures. Pricing varies depending on selection.

TABLE CENTERPIECES

Most clients like to provide their own centerpieces or have a good idea of the type of centerpieces they would like. This is also true for the Bride & Groom Table or Guest of Honor table. If you would like for us to do this for you, we are happy to do so. We have a selection of centerpieces you can choose from and we will present you with a few ideas. You may also choose to add onto our selection of centerpieces at an additional cost; ESEC will source items and present them to you. Head Table: \$500.00 / Guest tables \$75.00 per table

CHAIR COVER OPTION

Chair Cover color choice; White or Ivory - \$2.50 per chair. This includes the labor of our staff to install the color of your choice.

CHAIR SASH OPTION

We are happy to provide a chair sash option. Chair sashes are \$1.50 per chair. Color of your choice. Tied with a flower, additional \$1.50 per chair

CHAIR CUSHION OPTION

White Cushions Option; \$1.50 per chair

DRAPING DECOR OPTION

Our decorating package will add sheer curtain color accents to the backdrop across the mirrors and large windows in the Ballroom. Pipe & Drape behind appetizer table, photobooth and gift table. Special Pipe & Drape behind the Head Table. The client is welcome to bring in their own decorator and/or use a combination of both. \$250.00

LIGHTING DECOR OPTION

Includes LEDs above mirrors, up to 4 LED up-lights, ceiling star lights, disco lights, LED DJ Booth lighting. Choice of colors for LED lighting. LED lighting above the mirrors to match your color theme. The lighting package price is \$100.

24" Diameter DISCO BALL - \$25



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CRYSTAL PENDANT CHANDELIER

Hanging center in the Ballroom; dimensions are - 60” long x 30” wide \$350

OVERHEAD PROJECTOR IN RECEPTION AREA

Bring your computer and attachments and wirelessly share photos and videos with your guests.
\$25

DJ/MC PACKAGE OPTION (4 hours)

We have several DJs we work with to match the style of your wedding and culture. Price varies depending on DJ, options you choose, number of hours and availability

BARTENDER (4 hours)

We provide a licensed bartender, bar set up and breakdown. We provide ice, cups and napkins. The client provides the alcohol, mixers and beverages. cut fruit - Four hours. \$350.

Staff / Bussers

If you decide to bring your own food, have food delivered, or use a family catering service, we offer the convenience of providing staff members to assist with bussing tables throughout the event. Our dedicated team will take care of clearing plates from tables, ensuring tables are clean and clear. We will assist with cleaning the kitchen after the buffet is complete and manage the garbage during the event. The cost for our staff, known as bussers, ranges from \$.350 to \$750, depending on the number of guests attending your event.

1 Throne Chair - \$275 / **2 Throne Chairs** \$ \$550 / **1 Throne Loveseat** \$425

Elegant Studios Event Center Organizer / Coordinator (For DIY Events)

One of our professional staff members will assist with the Organizing & Coordinating your event. We will work with you to create a timeline, work with all of your vendors to make sure everyone is working on the same timeline. We will be available when vendors, caterers, decorators arrive to drop off and pick up items from the Event Center. We are present before & during the event to keep things running smooth from start to finish. \$550

**** prices of add ons are subject to change ****

DEPOSITS and PAYMENTS - If your booking date is *more than* 6 months away, a non-refundable deposit of \$150 will reserve your date. Any and all deposits or money paid to hold the date or paid towards your event acts as a binding agreement between Elegant Studio Event Center (ESEC) and the Client and is non-refundable. Deposit and monies will be applied towards your contract. At the **3- month mark**, 1/2 of your contract price is due and is not refundable. The balance is due two weeks prior to the event.

If your booking date is *less than* 3 months away, 1/2 of your contract price is due upon booking and is not refundable. The balance is due two weeks prior to the event.

If, for some reason, it is necessary to postpone your event, deposits are non refundable and will be applied to a future booking.



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Elegant Studio Event Center Policies to make your event run smoothly: Your contract will specify all aspects of these policies.

A \$500.00 refundable check (security deposit) will be collected at the signing of the contract. This will be returned after the event if all policies are met

- All outside vendors and caterers must be licensed and insured
- For DIY Events; Clients must sign a “Day of Event Insurance Coverage Policy”.
- For DIY Events: Clients must sign a “Food Liability Insurance” form
- For DIY Events: Clients must read and sign a “DIY Checklist” form
- No Smoking of any type inside or directly outside of the building.
- Guests are not allowed to bring their own alcohol inside the building
- All alcohol must be removed at the end of the event
- No Cash Bar
- Served alcohol can not be taken outside the building.
- No sparklers or lighted objects that could cause smoke or fire damage
- No confetti, glitter or silk petals on the floor, tables or in balloons
- No floor wraps
- No jello or Fireball shots
- Security guard(s) are required ; 1 “General Security” person is provided by ESEC for up to 75 guests. Additional Security Guard for 100 - 150 guests at cost of client.
- Guest count is confirmed in contract
- No music between 5:30 pm - 6:30 PM (Saturday Events)
- DIY Events - At the end of your event, ESEC must be returned in the same condition it was presented; all areas must be cleaned, trash removed and light sweep.
- Due to liability concerns, children must be supervised by an adult at all times.
- All vendors (DJ / decorators / Caterer / Clients) must remove all equipment by the agreed upon end time of the event.
- The client (or person designated by client) will do a walk thru with the Event Center Manager at the end of the event.

NEXT STEPS

If you have not had a tour or and had a chance to meet Renata Donaghy, our Event Center Manager, that is a definite next step. Call Renata at (239)936-2775 or email at renata@elegantstudios.org to arrange a tour.

If you are ready to save the date, call and we can process the reservation over the phone.

We look forward to serving you and helping to make your special day one that will be cherished for all time.