EVENTS

### Gate City

CODGING



# INFORMATIONS about your booking

### **CONTACT INFORMATION:**

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### **CAPACITY:**

360 guests

### **BOOKING DEPOSIT:**

The booking deposit for all packages is \$1,000.00 and is a payment towards your overall bill.

### TIME FRAME:

All packages give you access to our event center form 8:00 am - Midnight on the day of your rental. Music must be done by 11:30 pm to leave time for clean up and removal of all items you bring in.

### **ALCOHOL POLICY:**

All alcohol must be purchased from or provided by Gate City Events & Lodging. No outside alcohol is permitted in the event center.

### **DECORATIONS:**

Candles with open flames must be contained in a glass container. Confetti may not be used in any part of the building without prior consent of Gate City Events & Lodging.

### **SET UP & TEAR DOWN:**

Set up & tear down of chairs, tables, items included in packages, and all other add ons you rent from us is included in your booking. At the end of the night, it is the renter's responsibility to take all items they brought in with them, including boxes and storage containers for these items. Our staff will take care of our items.

### **OPEN VENDOR POLICY:**

Our open vendor policy allows you to bring in any vendors of your choosing. This applies to everything from catering to your DJ.

### PETS:

If you want your pet to be a part of your special day, they can. Our event center has a pet friendly policy. This applies to our event center only. Ask about our pet policies for our other services.



### **PACKAGE 1:**

The Event Center Package

### **DESCRIPTION:**

The event center package includes the rental of our event center for 1 day and allows you to have your reception at our venue.

### PRICE:

Sunday - Thursday \$3,000.00 + tax

Friday & Saturday \$4,000.00 + tax

- Indoor Reception Space
- Bridal Suite & Groom's Room
- Tables for Reception Guest Count
- Chairs for Reception Guest Count
- Table Linens
- 40 foot Stage with Skirting
- Choice of 1 of our 3 Stage Backdrops
- Cash Bar & Bartenders (Includes beer, wine, liquor, energy drinks, pop, & water for purchase)
- ATM Available for Use
- Permanent Indoor Lighting including String Lights
- Use of Decorative Spools
- Kitchen (Includes sinks, oven, microwave, refrigerators, ice machine, & counter space)
- 2 Men's Restrooms & 2 Women's Restrooms
- Self Park Gravel Parking Lot



### **PACKAGE 2:**

The Decorating Package

### **DESCRIPTION:**

The decorating package includes the rental of our event center for 2 days, day before your wedding to decorate and day of your wedding. This package allows you to have your reception at our venue. As a bonus you will get 20 drink tickets to use at the bar the night of your wedding for no extra cost.

### PRICE:

Sunday - Thursday \$4,500.00 + tax

Friday & Saturday \$5,500.00 + tax

- Access to Event Center the Day Before to Decorate
- Indoor Reception Space
- Bridal Suite & Groom's Room
- Tables for Reception Guest Count
- Chairs for Reception Guest Count
- Table Linens
- 40 foot Stage with Skirting
- Choice of 1 of our 3 Stage Backdrops
- Cash Bar & Bartenders (Includes beer, wine, liquor, energy drinks, pop, & water for purchase)
- + 20 Drink Tickets
- ATM Available for Use
- Permanent Indoor Lighting including String Lights
- Use of Decorative Spools
- Kitchen (Includes sinks, oven, microwave, refrigerators, ice machine, & counter space)
- 2 Men's Restrooms & 2 Women's Restrooms
- Self Park Gravel Parking Lot



### PACKAGE 3:

The Weekend Package

### **DESCRIPTION:**

The weekend package includes the rental of our event center for 1 day and rental house for 2 nights. The rental house will be booked for the night before your wedding and night of your wedding unless otherwise discussed. This package allows you to have your ceremony and reception at our venue. As a bonus you will get a late check out from our rental house for no extra cost.

### PRICE:

Sunday - Thursday \$5,500.00 + tax

Friday & Saturday \$6.500.00 + tax

- Rental House for 2 Nights
- + 3:00 PM Late Check Out at Rental House
- Indoor & Outdoor Ceremony Space
- Indoor Reception Space
- Bridal Suite & Groom's Room
- Chairs for Ceremony Guest Count
- Tables for Reception Guest Count
- Chairs for Reception Guest Count
- Table Linens
- 40 foot Stage with Skirting
- Choice of 1 of our 3 Stage Backdrops
- Cash Bar & Bartenders (Includes beer, wine, liquor, energy drinks, pop, & water for purchase)
- ATM Available for Use
- Permanent Indoor Lighting including String Lights
- Use of Decorative Spools
- Kitchen (Includes sinks, oven, microwave, refrigerators, ice machine, & counter space)
- 2 Men's Restrooms & 2 Women's Restrooms
- Self Park Gravel Parking Lot



### **PACKAGE 4:**

The Ultimate Weekend Package

### **DESCRIPTION:**

The ultimate weekend package includes the rental of our event center for 2 days, day before your wedding to decorate and day of your wedding. You will also have the rental of our rental house for 2 nights. The rental house will be booked for the night before your wedding and night of your wedding unless otherwise discussed. This package allows you to have your ceremony and reception at our venue. As a bonus you will get a late check out from our rental house, 20 drink tickets to use at the bar the night of your wedding, & 2 Gate City Events & Lodging tumblers for no extra cost.

### PRICE:

Sunday - Thursday \$7,000.00 + tax

Friday & Saturday \$8,000.00 + tax

- Rental House for 2 Nights
- + 3:00 PM Late Check Out at Rental House
- Indoor & Outdoor Ceremony Space
- Indoor Reception Space
- Bridal Suite & Groom's Room
- Chairs for Ceremony Guest Count
- Tables for Reception Guest Count
- Chairs for Reception Guest Count
- Table Linens
- 40 foot Stage with Skirting
- Choice of 1 of our 3 Stage Backdrops
- Cash Bar & Bartenders (Includes beer, wine, liquor, energy drinks, pop, & water for purchase)
- + 20 Drink Tickets
- ATM Available for Use
- Permanent Indoor Lighting including String Lights
- Use of Decorative Spools
- Kitchen (Includes sinks, oven, microwave, refrigerators, ice machine, & counter space)
- 2 Men's Restrooms & 2 Women's Restrooms
- Self Park Gravel Parking Lot
- + 2 Gate City Events & Lodging Tumblers

## BACKDROP

### FITTED BACKDROP

Our fitted backdrop is 12 feet wide and hangs between our two wood plank sections of the wall.







### **FULL BACKDROP**

Our full backdrop is 40 feet wide and hangs behind the entire length of the stage.







### **3 PART BACKDROP**

Our 3 part backdrop is two 10 foot sections with a 12 foot section in the middle.







### **LIGHTS**

Add on icicle lights to any of our backdrops.







### **COLORS**

All backdrops are available in the following colors. White is shown in the pictures.



White

Black

Ivory



### **DRINK TICKETS:**

Our drink tickets allow guests to select from any beer or single mixed drink we have available at the bar.

PRICE: \$4.50 per ticket

### **KEGS:**

Kegs must be ordered ahead of time and renters can order up to 4 kegs. Price may vary depending on what kegs you would like.

**PRICE:** \$350.00 per 1st & 2nd keg \$400.00 per 3rd & 4th keg

### **CHAMPAGNE:**

Champagne must be ordered ahead of time. Price may vary depending on preference of champagne.

PRICE: \$20.00 per bottle

### **ARCHES:**

At this time we have 3 arches available to rent from us for the length of your booking. If you are interested ask us about our arches document.

PRICE: \$75.00 per arch

### PHOTO BACKDROPS:

At this time we have 4 photo backdrop options available to rent from us for the length of your booking. If you are interested ask us about our photo backdrop document.

PRICE: \$100.00 - 150.00 per photo backdrop

### **CHAIR SET & TABLE:**

Our 1 chair set & table is black. It includes 2 black chairs and a middle side-table. If you are interested ask us about our add ons document with pictures or we can show it to you during a tour.

**PRICE:** \$35.00



### **DISPLAY SHELF SET:**

Our black metal & wood shelving units are available for displaying pictures, treats, etc. If you are interested ask us about our add ons document with pictures or we can show it to you during a tour.

**PRICE:** \$50.00

### **CAKE TABLE / COCKTAIL TABLE:**

Our cake table or cocktail table is back and is 24.0" L x 36.0" H x 24.0" W. If you are interested ask us about our add ons document with pictures or we can show it to you during a tour.

**PRICE:** \$25.00

### **CUPCAKE STAND:**

We have 1 tiered white cupcake stand. It is self standing and has 3 shelves. If you are interested let us know and we can send you photos or show it to you during a tour.

**PRICE:** \$25.00

### **METAL TUBS & DRINKS:**

Our metal tubs are rented for extra non alcoholic drinks that you want to provide your guests with. Each tub includes unlimited ice for the night. Renters are able to bring in outside water/soda or purchase it through us.

PRICE: \$25.00 per tub \$1.00 per drink

### **PROJECTOR & SCREEN:**

Our projector rental includes a screen. The screen is free-standing and can be placed anywhere within the event center. We provide adapters to plug into a phone or computer for the length of your rental.

PRICE: 50.00 per day

### **SPEAKER & MICROPHONE:**

Our speaker is free-standing and a wired microphone is included in the rental. The speaker is Bluetooth compatible, as well as we provide an aux cord and adapters to plug into a phone or computer.

PRICE: \$50.00 per day