

# *The Evening Star*

Occupancy 500  
7,500 sq. +/- including separate entry

East Side of the Riverfront Event Center



Outdoor Patio



The new Pool room on second floor.

# Packages to Rent The Evening Star

## Silver Package

Evening Star \$975 Based on 375 people (extra charges apply for persons over that)...plus sales tax, **no service charges or gratuities are added to the packages only food purchases have service charges**

- 2 Complimentary Bottles of Champagne
- Backdrop for head table
- Punch Fountain
- Setup for a Maxim of 375 people including head table

- **Setup Explained:**

Dining tables in the space with tablecloths, napkins, flatware, water glasses on them.

We have 40 different colors in napkins to choose from. We also have 10 different colors of tablecloths to choose from.

Head table, cake table, punch table, sign in table and gift table set up with either skirting or floor length table cloths.

The floors cleaned

Chairs in place

- **Wait staff responsibility during an event in this package.** *Wait staff can assist you in other things. These are noted at the end of the package pricing. Each additional item has an additional charge attached to it.*

Place ice and water pitchers on guest and head table prior to guest arrival or as they are arriving.

Lite any candles, if asked to do so prior to the event starting...

Place 2 complimentary bottles of champagne on the head table for the wedding party to drink at their leisure, champagne glasses are provided.

Serve the head table their meals

Help with serving or assisting in serving the meals to the rest of the guests. (This is not plating)

Remove all dirty plates, glasses and flatware after guests have eaten.

Tear down table for the dance if needed.

- **Bartenders**

Bartenders and bar setup are provided in any package as long as \$500.00 in sales is achieved. Sales means ANY sales, guests purchases, keg purchases, champagne purchases. If you wish specific alcohol on the bar we will provide this for you. Conversely if you don't wish certain items on the bar we will remove them.

If you feel you need an extra bartender we will discuss this before the event. We have no problem providing one at no charge if there is sufficient enough alcohol purchases to justify the extra help.

No outside alcohol can be brought in.

We can offer you many ways to give drink to your guests, such as tokens, tickets, open bar, kegs.

Please ask us I am sure we can achieve a workable situation.

## Silver Package Continued

- **Decorating**

You may come in and decorate the day before 9am to 4pm as long as there is nothing going on in the room and we are completely through with setup. You can not decorate or be in here while we are setting up. This can cause delays in our ability to complete the setup and even cause trickle down effect in lost time on other obligations.

You may NOT get on ladders or chairs.

No Nails, staples can be used.

- **Cleanup**

You are responsible to remove all items you brought in. You may remove the items the next day with prior approval from management.. No gifts can remain in the facility overnight. We will cleanup, sweep and mop. If there is excessive cleanup due to abuse, you will be charged for it after discussing with you first. We are proud to say we have **never** charged for extra cleanup.

### Gold Package \$1275.00

This Packages has everything the Silver Package has and adds:

- Chair covers and chairs ties. We place the chair covers on the chairs. You place the chair tie on and untie them.
- A Bridal Suite for the night of your wedding

### Diamond Packages

Please ask about this full decorating and design package

#### Additions:

There are many chores our staff can do such as cutting the cake, pouring punch, plating food, serving the food to all your guests. But these are an additional charge and usually require more staff than what is provided in our packages.

No Outside Food maybe brought in, with the exception of cakes, candies, punch, late night snacks after 11pm. Such as chips, popcorn, etc. Not meals or appetizers

**ABSOLUTELY NO ALCOHOL OF ANY KIND CAN BE BROUGHT IN.**

**If alcohol is brought in the items will be remove and be considered the Property of The Riverfront Event Center At our option you could lose your deposit and the police can be called.**

**It is assumed there will be meal and acohol purchases with these packages if there is not please advise us**

You may take your leftover food home, however, YOU ARE RESPONSIBLE FOR IT AFTER IT LEAVES THE BUILDING. PROPER CARE AND PROPER REHEATING AND STORAGE IS YOUR RESPONSIBILITY.