



Phone: 972-401-4777

Email: EventInfo@AspenCatering.com

Web: www.AspenCatering.com

February 17, 2011

Rental Rate Sheet Suite 103

Room Rental Rate

Monday - Thursday

\$500	Half Day Rental	(For approximately 6 hours)
\$750	Full Day Rental	(For approximately 8 or more hours)

Friday, Saturday or Sunday

\$750	Half Day Rental	(For approximately 6 hours)
\$1,000	Full Day Rental	(For approximately 8 or more hours)

Capacities

Approximately 3,150 square feet which will accommodate

80-110	Seated with a dance area
110-120	Seated with out a dance area

Venue Rental Includes

Guest Tables and Chairs
Buffet Tables
Built In Beverage Bar
Ice Service
Set-up, Take Down and Basic Janitorial Services
Room Attendant

Deposit Information

50% of the rental rate* and a damage deposit is due at the time of reservation. The damage deposit will be:

\$250	For events serving no alcohol
\$500	For events serving alcohol

*Please Note:

The reservation deposit is **non-refundable** should your event cancel

Payment Information

We take all major credit cards: Visa, MasterCard, Discover and American Express

Checks should be made Payable to First Place, Inc. or Aspen Catering

Balance: The balance of your invoice is due 4 weeks prior to your event date

400 E Royal Lane, Suite 104, Irving, TX 75039