

E♦V♦E♦N♦T♦S

at East McKinney

Diamond Hall Package

Guest Count: up to 220 Guests

	<u>Reception Only</u>	<u>Ceremony & Reception</u>
MONDAY – THURSDAY	\$4,500	\$5,500
FRIDAY:	\$5,000	\$6,000
SATURDAY:	\$6,000	\$7,000
SUNDAY:	\$5,000	\$6,000

Add Ons:

- \$450: EACH EXTRA HOUR BEYOND THE 7 HOUR EVENT RENTAL
- \$1200: WEDDING BOSS EVENT COORDINATION DONE BY ERIN
- \$125: PER 8FT. FARM TABLES (SEATS 8-10)
- \$1000: FARM TABLE BUNDLE, INCLUDES ALL 12 FARM TABLES.
- \$250: CATERING FEE IF THE CLIENT DECIDES NOT TO USE ONE OF OUR PREFERRED CATERERS
- \$125: CIRCULAR MOONGATE ARCH, TRADITIONAL ARCH, OR HEXAGON ARCH
- \$100: 10FT. CEREMONY CROSS

SECURITY DEPOSIT DUE AT BOOKING: \$1000

PLEASE PAY THE SECURITY DEPOSIT VIA CHECK MADE PAYABLE TO
EVENTS AT EAST MCKINNEY.

GUEST COUNTS OF 80 & UNDER: FRIDAY PRICING WILL BE HONORED

Access:

- ALL DAY ACCESS TO OUR BRIDAL SUITE STARTING AT 7:30 AM FOR HAIR & MAKEUP IF NEEDED.
- VENDORS HAVE ACCESS STARTING AT 9:00 AM FOR SETUP.

Important Information:

1. LINENS ARE NOT PROVIDED BY THE MILL AT EAST MCKINNEY. HOWEVER, WE ARE VERY HAPPY TO MAKE RECOMMENDATIONS ON WHERE TO GET THEM.
2. PAYMENT: A \$1000 SECURITY DEPOSIT IS DUE TO SECURE YOUR DATE. WE WILL SEND YOU AN INVOICE BROKEN UP INTO 2 PAYMENTS. THE FIRST PAYMENT WILL BE DUE WITHIN THE FIRST 30 DAYS. THE REMAINING TOTAL WILL BE DUE 60 DAYS OUT FROM YOUR EVENTS DATE. IF YOU HAVE ANY QUESTIONS ABOUT PAYMENT PLEASE EMAIL, ERIN.
3. YOUR SECURITY DEPOSIT WILL BE RETURNED TO YOU 30 DAYS AFTER YOUR EVENT. PENDING THAT NO DAMAGE WAS DONE AND ALL FAMILY AND VENDORS GOT OUT ON TIME.
4. ALL EVENTS AT EAST MCKINNEY CLIENTS RECEIVE 2 FREE PHOTOGRAPHY SESSIONS WHEN THEY BOOK OUR VENUE. WE DO NOT PROVIDE THE PHOTOGRAPHER(UNLESS YOU HAVE BOOKED ONE OF OUR PACKAGES), JUST THE LOCATION.
5. TABLES, CHAIRS, SECURITY, & PORTER SERVICES ARE ALL INCLUDED IN YOUR PRICING. ALL OTHER DETAILS CAN BE FOUND ON OUR PRICING INCLUDES SHEET.
6. WE DO HAVE A PREFERRED CATERING LIST. IF YOU CHOOSE TO GO OFF THE LIST, YOU WILL NEED TO PAY THE \$250 CATERING FEE.
7. WHILE WE DO HAVE A BYOB POLICY, WE DO REQUIRE OUR CLIENTS TO USE HD LIQUID CATERING FOR THE BAR SERVICE. THE ONLY TIME THIS VENDOR IS NOT USED IS BECAUSE THE CLIENT HAS CHOSEN TO USE THEIR CATERER'S BARTENDERS.

8. THE PRICING ABOVE IS A FLAT RATE. THERE IS NO GRATUITY OR TAX THAT WILL BE ADDED TO YOUR FINAL BALANCE. TIPPING THE VENUE DIRECTOR, SECURITY OFFICERS, OR PORTER ARE NOT REQUIRED BUT APPRECIATED.

9. OUR BRIDAL SUITE IS AVAILABLE AS EARLY AS 7:30 TO BEGIN HAIR & MAKEUP. THE GROOM & GROOMSMEN HAVE ACCESS TO OUR DIAMOND HALL GROOMS ROOM FOR FUN AND RELAXATION PRIOR TO THE CEREMONY.

10. ALCOHOL & SNACKS ARE ALLOWED IN BOTH THE BRIDAL SUITE & DIAMOND HALL GROOMS ROOM. WE ASK THAT ALL DRINKING STOP 2 HOURS PRIOR TO THE CEREMONY START TIME. ANY ALCOHOL THAT HAS NOT BEEN CONSUMED WILL BE STORED BEHIND THE BAR UNTIL THE EVENT IS OVER.