

# THE PHOENIX BALLROOM

## Price List

401 South 3rd St. Waco, TX. 76706

Telephone: (254) 754-0099

lesliehenry@thephoenixballroom.com

Office hours: By Appointment Only

**450 max. banquet seating , 650 max. auditorium style seating**

**12,000 sq ft total, 10,000 sq ft excluding offices, restrooms, etc**

**\*\*\*Rental price includes arranging of chairs and tables. Arrangement shall be discussed prior to event .**

**Deposit to Save The Date - \$1000.00 (\$500.00 to be applied to bill and \$500.00 for security deposit)**

**Security Deposit refundable assuming no damages, including damages to facility, parking lot or accessories i.e. tables, chairs, etc**

<b>Room Rental Fee</b>	<b>Pricing:</b>	
Saturday Pricing up to 225 people	\$2,500.00	
Weekend Pricing (Friday and Sunday) up to 225 people	\$2,000.00	
Weekday Pricing (Monday - Thursday) up to 225 people	\$1,200.00	
Price for each additional 50 persons	\$115.00	
"Day before" pricing (wedding rehearsal, extra day setup, etc.)	1/2 of room rental rate	
Turn around fee (after ceremony removal of chairs, bringing out additional tables, etc)	\$150.00	
<b>Included:</b>	<b>Price:</b>	<b>Available:</b>
white wood folding chairs w/ padded seats	inc.	640
5-ft round tables (seat up to 8-10 people)	inc.	35
6-ft rectangles (for food service, gifts, etc)	inc.	8
8-ft rectangles (for food service, gifts, etc)	inc.	27
30" rounds cocktail tables (for misc. use )	inc.	10
48" rounds tables (for misc. use )	inc.	5
<b>Required:</b>		
Security (1 guard per 150 guests - 4 hr. min.) (required)	\$30 p/h	
<b>Optional Rental Items</b>	<b>Rental</b>	
	<b>Price:</b>	<b>Available:</b>
Mahogany Chivari chairs with Ivory cushions (175 black cushions available)	\$4.00	475
Lighting of fireplace (1 hr. min)	\$30.00 p/h	
In house DJ (up to 4 hrs -\$100.00 for each additional hr.) (\$600.00 without lighting)	\$750.00	
Small audio system with speakers, mics, mixer & Phoenix sound person	\$175.00	
Corded microphone (for speakers, etc.) (cordless \$50.00)	\$25.00	
Linens (tables, chairs, napkins.) (please set up appt. to choose linens)	TBD	
Draping of poles	\$25.00	per panel
Draping of 3rd st. window	\$200.00	
Coat room w/ attendant (4 hr min)	\$15.00 p/h	
Silver champagne fountain (5 gal) (excluding champagne)	\$55.00	1
Silver/gold champagne fountain (7 gal) (excluding champagne)	\$60.00	1
Large portrait easel	\$15.00	1
<b>More Optional Rentals Items</b>		
Ask about additional rental items - glass cylinders, easels, candelabra's, etc)		
<b>Payment - Terms and Conditions</b>		
\$1,000.00 to reserve your date, (\$500.00 to be applied to bill and \$500.00 for security deposit) this is non-refundable if cancelled within 6 months of event.		
Following items are due, payable, and non-refundable 30 days in advance. Linens, dance floor, and any special ordered decorations.		
Balance of all other items, fees, charges and services must be paid by credit card, wire, check or cashier check 14 days prior to event.		
Security Deposit (refundable assuming no damages, including damages to facility, parking lot or accessories i.e. tables, chairs, etc)		
<b>***ALL VENDORS MUST BE APPROVED BY MANAGEMENT***</b>		
<b>**ALL ALCOHOL MUST BE SERVED BY A LICENSED BARTENDER**</b>		