THE PHOENIX BALLROOM

Price List

401 South 3rd St. Waco, TX. 76706
Telephone: (254) 297-7850
lesliehenry@thephoenixballroom.com
Office hours: By Appointment

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

Room Rental Fee		Banquet only	Banquet and Ceremony	
Friday - Sunday (capacity up to 225)		$2,000.00	$2,500.00	
Monday - Thursday (capacity up to 225)		$1,200.00		
Capacity for each additional 50		$115.00	$145.00	
Included:	**Price:**	**Available:**		
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.	35		
30" rounds coctail tables (for misc. use)	inc.	10		
48" rounds tables (for misc. use)	inc.	5		
Required:				
Security (1 guard per 150 guests - 4 hr. min.) (required)	$30 p/h			
Optional Rental Items	**Rental Price:**	**Available:**		
Chiavari chairs with cushions (mahogany)	$4.00 ea.	475		
silver champagne fountain (5 gal) (excluding champagne)	$55.00	1		
silver/gold champagne fountain (7 gal) (excluding champagne)	$60.00	1		
lighting of fireplace (1 hr. min)	$30.00 p/h			
In house DJ with sound system (Up to 4 hours, each additional hour $100)	$750.00			
small audio system with speakers, mics, mixer & Phoenix sound person	$175.00			
corded microphone (for speakers, etc.)	$25.00			
linens (tables, chairs, napkins.) (please set up appt. to choose linens)	TBD			
draping of poles/windows	$40.00	per pole		
coat room and jewelery safe depository w/ attendent (4 hr min)	$15.00 p/h			
More Optional Rentals Items				
See attached pages				

Payment - Terms and Conditions

$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 3 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)

*****ALL VENDORS MUST BE APPROVED BY MANAGEMENT*****

****ALL ALCOHOL MUST BE SERVED BY A LICENSED BARTENDER****