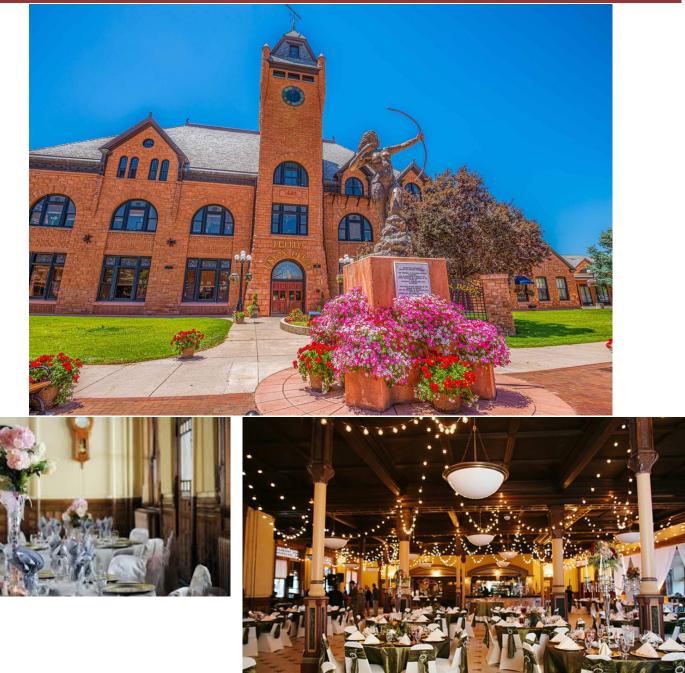
PUEBLO UNION DEPOT

EVENTINFORMATION



132 W. B. Street Pueblo, Colorado 81003 719-544-0020

www.pueblouniondepot.com <u>uniondepot@comcast.net</u>

The historic Union Depot built in 1889 looks forward to hosting your event and making it a pleasant and memorable experience. We customize your event to the best of our abilities; however, the following guidelines must be followed in order to insure its success.

 $\mathbf{\mathcal{E}}$ ach event is unique and prices may vary. The following list is an estimate of charges to use as a guideline.

 ${oldsymbol{T}}$ he Main Banquet Hall seats up to 400 persons. The original décor boasts a beautiful high ceiling, wrap-around bar and original floor tile

Rental Information

The Hall Rent is due at the time of the booking to secure the date. If you cancel the event the Rental Fee will be forfeited.

 \mathcal{A} ll food is served on china with silver plated flatware and glass stemware.

Saturday Hall Rent	\$1,75000
Fríday Hall Rent	\$1,250.00
Sunday Hall Rent	\$1000.00
Weekday Hall Rental	
Wedding Ceremony	\$350.00
Tablecloths	
Napkíns	\$.80 each
Chair Covers	\$2.00 each
Charger Plates	
Dessert Plates – China	\$1.00 per person
Skirting	\$20.00 per table

<u>Maíntenance</u>

On Premise Maintenance.....\$50.00

<u>Beverage Servíces</u>

One Bartender is required for every 100 persons		
Set up	\$100.00	
Bartender	\$20 per hour per 100 persons	

You may have a cash bar, host bar or a combination of the two.

Beverages

Domestíc Keg Beer	\$225.00 per keg	
Craft Keg Beer is available upon request and prices vary		
Wine 1.5 L Bottle	\$45.00	
Champagne	\$15.00/bottle	
Sparkling Cider	\$15.00/bottle	
Líquor cannot be brought in by private parties		

<u>Equípment</u>

Free Standing Screen	\$50
Projector	
Stage With Skirting	\$50

In House Catering Service

Dinner Buffet Entrees One Entrée: \$24.99 per person Two Entrees: \$27.99 per person (Prices subject to change.) Plated Entrees Additional \$3.00 per person

Wedding Cakes may be arranged with a baker of your choice and a special table can be provided for its display.

Decorating Guidelines

The Union Depot is an historical building with original woodwork. Tacks, nails, glue and tape cannot be used. If you are planning to decorate the columns fish line may be used.

Appointments

Two Weeks Prior to Event Finalize your menu, times and give an estimate guest number. Your full payment will be due at this time based upon your guest estimate. One Week Prior to Event Final Guest number is given and adjustments made.

> 20% Gratuity is charged on food only Prices are subject to change 7.6% city/state sales tax on food & beverage Payments can be made via telephone using MasterCard, Visa and American Express