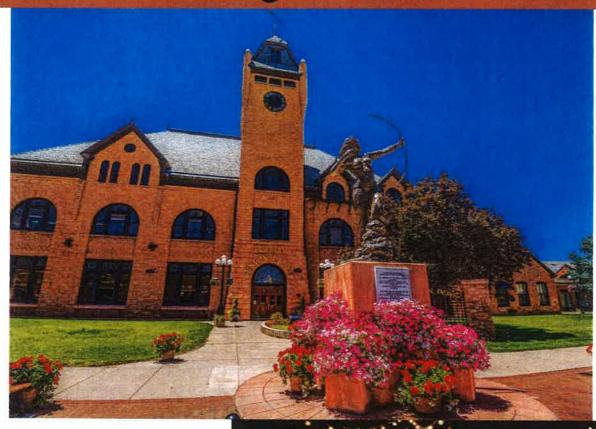
PUEBLO UNION DEPOT

EVENT INFORMATION







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

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.

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

The 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.

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

2024 HALL RENTAL FEE

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Saturday Hall Rent	\$2000.00
Friday Hall Rent	\$1,500.00
Sunday Hall Rent	
Weekday Hall Rental	\$1000.00
Wedding Ceremony	\$500.00
Tablecloths	\$8.00 each
Napkins	\$.80 each
Chair Covers	\$3. 00 each
Charger Plates	\$0.50 each
Dessert Plates - China	\$1.00 per person
Skirting	

Maintenance

<u>Beverage Services</u>

One Bartender is required fo	r every 100 persons
Set up	\$100.00
Bartender	s20 per hour per 100 persons

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

Beverages

Domestic Keg Beer	s225.00 per keg	
Craft Keg Beer is available	upon request and prices vary	
Wine 1.5 L Bottle	\$45.00	
	\$15.00/bottle	
Sparkling Cider	s15.00/bottle	
Líquor cannot be brought in by private parties		

Equipment

Free Standing Screen	.550
Projector	\$50
Stage With Skirtings5	50

In House Catering Service

Dinner Buffet Entrees

One Entrée: \$26.99 per person Two Entrees: \$29.99 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.

<u>Appointments</u>

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