

PUEBLO UNION DEPOT

EVENT INFORMATION



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

www.pueblouniondepot.com uniondepot@comcast.net

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.

Each 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.

All food is served on china with silver plated flatware and glass stemware.

2024 HALL RENTAL FEE

<i>Saturday Hall Rent</i>	<i>\$2000.00</i>
<i>Friday Hall Rent.....</i>	<i>\$1,500.00</i>
<i>Sunday Hall Rent.....</i>	<i>\$1000.00</i>
<i>Weekday Hall Rental.....</i>	<i>\$1000.00</i>
<i>Wedding Ceremony.....</i>	<i>\$500.00</i>
<i>Tablecloths.....</i>	<i>\$8.00 each</i>
<i>Napkins.....</i>	<i>\$.80 each</i>
<i>Chair Covers.....</i>	<i>\$3.00 each</i>
<i>Charger Plates</i>	<i>\$0.50 each</i>
<i>Dessert Plates - China.....</i>	<i>\$1.00 per person</i>
<i>Skirting.....</i>	<i>\$20.00 per table</i>

Maintenance

On Premise Maintenance.....\$75.00

Beverage Services

<i>One Bartender is required for every 100 persons</i>	
<i>Set up</i>	<i>\$100.00</i>
<i>Bartender.....</i>	<i>\$20 per hour per 100 persons</i>

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

Beverages

Domestic 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
Liquor cannot be brought in by private parties

Equipment

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

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*