



RICHEY EVENTS
VENUE

DIAMOND PACKAGE

Reception Hall from [] to []

- ◆ Deluxe Event Décor
- ◆ Table linen, overlays and sashes
- ◆ Gift Table
- ◆ Decorated Cake Table
- ◆ Decorated Sign in Table
- ◆ Chiavari Chairs
- ◆ In-house Centerpieces
- ◆ Chargers (Gold or silver), Dinner Plate
- ◆ Water Glass, Napkin, Fork and knife
- ◆ Event Attendant throughout the event (1 for every 100 persons)
- ◆ 1 Bartender (up to 5 hours)
- ◆ Full setup and breakdown
- ◆ 1 Guest suite
- ◆ Security Guards (1 for every 100 persons)
- ◆ Post event Clean-up

Extras

- ◆ Limousine Service for up to 3 hours
- ◆ Upgraded Centerpiece
- ◆ Premium Glass table with 8 chairs for head table
- ◆ Waiters (1 for every 50 guests)

- ◆ Full photo package (Photoshoot of 30 photos 2 months before the event, 1 large picture frame 20x24, Digital Photobook, 1 Signing book, 1 USB with all pictures, Videography at church, park and hall until 11pm)
- ◆ Catering which includes your choice of 2 Entrée served with 2 sides, Fruit/dessert servings and a choice of bread or tortilla. Menu upgrades are available
- ◆ Unlimited Tea and Lemonade through the dinner
- ◆ Cake for every guest (multiple designs & flavors available)
- ◆ Top rated DJ
- ◆ Additional VIP room

Events from 5pm to 1am, with entry into venue allowed from 3pm on the day of the event. We would also provide 2 hours free 24-48 hours prior to the event for rehearsals.

Please contact the venue directly for pricing and availability details.

Additional Services _____

First & Last Name _____ Phone _____

Total (\$) _____ =PPL _____ Event _____ Date _____

Today's Date

Customer Signature

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