



Phone: 972-401-4777

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Web: [www.AspenCatering.com](http://www.AspenCatering.com)

August 14, 2009

## Rental Rate Sheet Suite 103

### Room Rental Rate

#### Monday - Thursday

\$500 Half Day Rental (For approximately 6 hours)

\$750 Full Day Rental (For approximately 8 or more hours)

#### Friday, Saturday or Sunday

\$750 Half Day Rental (For approximately 6 hours)

\$1,000 Full Day Rental (For approximately 8 or more hours)

### Capacities

Approximately 3,150 square feet which will accommodate

80-110 Seated with a dance area

110-120 Seated with out a dance area

### Venue Rental Includes

Guest Tables and Chairs

Buffet Tables

Built In Beverage Bar

Ice Service

Set-up, Take Down and Basic Janitorial Services

Room Attendant

### Deposit Information

50% of the rental rate\* and a damage deposit is due at the time of reservation. The damage deposit will be:

\$250 For events serving no alcohol

\$500 For events serving alcohol

\*Please Note:

The reservation deposit is **non-refundable** should your event cancel

### Payment Information

We take all major credit cards: Visa, MasterCard, Discover and American Express

Checks should be made Payable to First Place, Inc. or Aspen Catering

Balance: The balance of your invoice is due 4 weeks prior to your event date

400 E. Royal Lane, Suite 104, Irving, TX 75039

Please see our Rental Agreement for more details