



915 Bypass Highway, Richland, WA 99352 | (509) 943-1110 PHONE | (509) 943-0524 FAX | EVENTSATSUNSET.COM

Wedding Packages & Pricing

Our packages include use of the bridal suite and media center. Our Media center includes Apple Computer, microphones, DVD player, CD player, I-Pod connectivity and Pandora music. Wedding packages also include the facility for a one-hour rehearsal the day before the wedding.

Premium Package

2 Day Rental, 9am to 10pm

Twelve hours of facility use (indoor/outdoor)

Rehearsal Dinner for Wedding Party Night before (up to 40 people)

Scheduling & Consultation
Event set-up & tear down
Garden Ceremony or Inside Ceremony
Guest Tables, Head Table
Buffet Tables, Gift table
Cake table, Guest book table
Linen tablecloths (Ivory)
Colored linen napkins (over 20 colors)
Chairs, Outside/Patio seating
Non-alcoholic beverage station
Reader Board Announcement
DJ for Reception
12X12 Black Faux Marble Dance Floor

Detail Finalization
(One month prior to date)
Day of Event Management

\$5,000.00 *Plus food and tax

Deluxe Package

Full Day Rental, 9:00 am to 10:00 pm
Ten hours of facility use (indoor/outdoor)

Scheduling & Consultation
Event set-up & tear down
Garden Ceremony or Inside Ceremony
Guest Tables, Head Table
Buffet Tables, Gift table
Cake table, Guest book table
Linen tablecloths (Ivory)
Linen napkins (over 20 colors)
Chairs, Outside/Patio seating
Non-alcoholic beverage station
Reader Board Announcement
DJ for Reception
12X12 Black Faux Marble Dance Floor

Detail Finalization
(One month prior to date)
Day of Event Management

\$4,300.00 *Plus food and tax



Basic Package

Half Day Rental, 9:00 am to 10:00 pm

Six hours of facility use (indoor/outdoor)

Scheduling & Consultation
Event set-up & tear-down
Garden Ceremony or Inside Ceremony
Guest Tables, Head Table
Buffet Tables, Gift table
Cake table, Guest book table
Linen tablecloths (Ivory)
Linen napkins (over 20 colors)
Chairs, Outside/Patio seating
Non-alcoholic beverage station
Reader Board Announcement

Detail Finalization
(One month prior to date)
Day of Event Management

\$2,100.00 *Plus food and tax



Modest Package

4 hour time frame

9:00 a.m. – 10:00 p.m.

Four hours of facility use (indoor/outdoor)

Light Reception for 50 people

Scheduling & Consultation
Event set-up & tear-down
Guest Tables, Head Table
Buffet Tables, Gift table
Cake table, Guest book table
Linen tablecloths (Ivory)
Chairs, Outside/Patio seating
Non-alcoholic beverage station
Reader Board Announcement

Day of Event Management

\$1,900.00 (Includes up to \$500.00 in food) *plus tax

Fruit Tray, Veggie Tray
Meat and Cheese Tray
Beef and Ham Slider Sandwiches

No Substitutions



Additional Charges & Amenities

Ceremony Only (2 hours) “Theater” seating for up to 150 guests (indoor/outdoor)	\$700.00
Dance Floor 12X12 faux black marble	\$150.00
Dance Floor 15X15 Maple	\$300.00
White folding chairs (outside for wedding & reception day pkg.)	\$3.00 each
Bar Package	\$550.00
Corkage Fee	\$8.00/bottle

(Note: By law only wine and champagne are allowed to be brought in by families. All other alcohol can be purchased through Events at Sunset.)

Bar Service Available (bartender and setup fee apply)
Non-alcoholic beverage station includes; Coffee, Hot Tea and Punch
Ask about our menu options



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Food and Alcohol Policies

As regulated by the Washington State Department of Health and Washington Alcohol and Beverage Commission, Events at Sunset must supply all food, beverages and alcohol with the exception of the wedding cake or cupcakes.

All food must be provided by our licensed caterers. Please ask about our Menus and Preferred Caterers list.

Liquor Services

Events at Sunset will provide a bar service for a charge of \$550.00. This will provide a licensed bartender, one pony keg of beer (Budweiser, Bud Light, Coors Light or Shock Top), one case of house wine, (6 bottles red, 6 bottles white), and glassware. Please ask your Events at Sunset Event Coordinator if you would like to purchase additional wines or beer. Each additional case of house wine (12 bottles) is \$150.00. Each additional pony keg of beer is \$150.00.

All beer must be purchased through Events at Sunset. If the keg is consumed, Events at Sunset will have assorted bottled beer for purchase.

At least one bartender will be available for every 100 guests as well as setup and cleanup services after the reception. Alcoholic beverages allowed on the premises are champagne, wine and beer only and must be purchased through Events at Sunset. Hard spirits are not allowed.

Corkage Fee

The event host can arrange to bring in outside wine or champagne but must give all alcohol to Events at Sunset Staff at least four hours prior to the event to be identified and documented before it is to be served, Events at Sunset will charge a corkage fee of \$8.00 per bottle opened for this courtesy.

Alcohol is to be consumed only during a four hour time frame that the bridal party agrees to, which must be concluded thirty minutes prior to the function ending.

Alcoholic beverages may not be removed from the premises and must be consumed in designated areas of Events at Sunset. Unauthorized alcoholic beverages brought into the building or surrounding grounds will be confiscated and poured out.

Events at Sunset reserve the right to refuse alcohol to anyone. Alcohol will be served in accordance with Washington State Liquor laws and regulations. Please ensure that you are familiar with our alcohol policies.



Payment & Deposit Policy

If you choose Events at Sunset for your special day, we require a signed contract, as well as a deposit of \$500.00 in order to guarantee your reservation. Until the deposit is received, all space and reservations are considered tentative, and are subject to release.

Final payment is due 10 days prior to your event day. The deposit is non-refundable if the date is cancelled within a 30 day period of the event date. If final payment is not received 10 days prior, and a representative from Events at Sunset is unable to contact the booking party, Events at Sunset reserves the right to cancel and re-book the date.

A separate security/damage deposit of \$500.00 is also required 10 days before the day of the function, and will be fully refunded provided there is no damage to the building, garden areas and parking lot.

We offer 10% off all Wedding Packages for

Active service or Veterans

Of U.S. Armed Forces

Thank You for considering Events at Sunset Event Center for your wedding/reception.

Our location is a beautiful setting for your special occasion.

Congratulations to you both and we look forward to celebrating with you on your wedding day.



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