



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

## **Wedding Packages & Pricing**

Our packages include use of the bridal suite and media center.

Our Media center includes:

Dell computer, projector screen, 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. Event Center staff will conduct processional rehearsal, run music the day before and day of wedding.

### **Premium Package**

**2 Day Rental, 9am to 10pm**

Sixteen 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  
Colored linen napkins  
Chairs, Outside/Patio seating  
Non-alcoholic beverage station  
DJ for Reception (4 hours)  
12X12 Black Faux Marble Dance Floor

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

**\$5,750.00**

## **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  
Linen napkins  
Chairs, Outside/Patio seating  
Non-alcoholic beverage station  
DJ for Reception (4 hours)  
12X12 Black Faux Marble Dance Floor

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

**\$4,640.00**



## **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  
Linen Napkins  
Inside Chairs  
Outside Chairs (up to 50)  
Outside/Patio seating  
Non-alcoholic beverage station

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

**\$3,000.00**



## **Modest Package**

**4 hour time frame**

**9:00 a.m. – 10:00 p.m.**

Four hours of facility use (indoor/outdoor)

Scheduling & Consultation  
Event set-up & tear-down  
Guest Tables, Head Table  
Buffet Tables, Gift table  
Cake table, Guest book table  
Linen Tablecloths  
Linen Napkins  
Inside Chairs  
Outdoor Chairs (up to 50)  
Outside/Patio seating  
Non-alcoholic beverage station

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

**\$2,630.00**



## 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	\$10.00/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. (Beer and wine only)**

Bar Service Available (bartender and setup fee apply)  
Non-alcoholic beverage stations include coffee, hot tea, water, and punch.  
Ask about our menu options!



### 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 half barrel 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 \$240.00. Each additional half barrel of beer is \$230.00.

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 \$10.00 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 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 after 30 days.

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.

Events at Sunset must have a credit card on file for security/damages.

**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.

