



RENTAL INCLUDES

- EXCLUSIVE USE OF THE PROPERTY DURING RENTAL TIME
- UP TO 20 ROUND, 10 LONG AND 10 COCKTAIL TABLES
- UP TO 200 METAL WOVEN CHAIRS

IMPORTANT DETAILS

- SETUP/DECORATOR ACCESS AT VENUE OPEN TIME LISTED
- BUILDING MUST BE EMPTY BY VENUE CLOSE TIME LISTED
- EACH ADDITIONAL HOUR IS \$250

PAYMENT SCHEDULE

- 50% NON-REFUNDABLE DEPOSIT TO SECURE DATE
- 50% BALANCE DUE ONE MONTH PRIOR TO EVENT DATE

<u>DAY</u>	<u>VENUE OPEN FOR LOAD IN</u>	<u>VENUE CLOSED</u>	<u>COST</u>
MONDAY – THURSDAY AFTERNOON OR EVENING	8:00 AM 4:00 PM	2:00 PM 11:00 PM	\$1,850
MONDAY – THURSDAY ALL DAY	11:00 AM	11:00 PM	\$2,950
FRIDAY AFTERNOON	8:00 AM	2:00 PM	\$2,250
FRIDAY EVENING	4:00 PM	11:00 PM	\$2,250
FRIDAY ALL DAY	11:00 AM	11:00 PM	\$3,500
SATURDAY AFTERNOON	8:00 AM	2:00 PM	\$2,250
SATURDAY EVENING	4:00 PM	12:00 AM	\$3,750
SATURDAY ALL DAY	11:00 AM	12:00 AM	\$5,750
SUNDAY	2:00 PM	11:00 PM	\$3,500

**RATES DO NOT INCLUDE THE REFUNDABLE DAMAGE DEPOSIT.*

**A \$350 CLEANING FEE IS APPLIED TO ALL EVENTS.*

SPECIAL RATES APPLY TO HOLIDAYS.

// ALORAVENUE.COM //

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5280 TOWNE SQUARE DRIVE, PLANO TX 75024

FREQUENTLY ASKED QUESTIONS

CAN I BRING MY OWN VENDORS?

YES! ALORA VENUE HAS AN OPEN VENDOR POLICY; WE ARE ESSENTIALLY A BLANK SLATE FOR YOU TO CREATE THE EVENT OF YOUR DREAMS. YOU MAY BRING IN ALL OF YOUR OWN VENDORS, INCLUDING CATERING AND BAR.

IS THERE A KITCHEN?

THERE IS A CATERING PREP KITCHEN WITH STEEL PREP TABLES, 500-lb. ICE MACHINE, COMMERCIAL REFRIGERATOR, MICROWAVE, SINKS, AND TRASH RECEPTICLES. TRASH BAGS ARE NOT INCLUDED.

ARE WAITERS, DINNERWARE, KITCHEN EQUIPMENT AND CHAFFING DISHES INCLUDED?

ALORA DOES NOT PROVIDE ANY STAFFING OR CATERING EQUIPMENT..

CAN I BRING MY OWN ALCOHOL?

YES, AS LONG AS THERE IS A TABC LICENSED BARTENDER SERVING THE GUESTS.

ARE TABLE LINENS INCLUDED?

LINENS ARE NOT INCLUDED.

IS PARKING INCLUDED?

YES. THERE ARE 102 DESIGNATED PARKING SPACES AROUND THE BUILDING.

WHAT AM I RESPONSIBLE FOR AT THE END?

ALORA VENUE WILL HANDLE BUILDING CLEANING. IT IS THE CLIENTS RESPONSIBILITY TO REMOVE ALL PERSONAL ITEMS + DECOR BY THE CONTRACTED END TIME. THE CATERER IS RESPONSIBLE FOR CLEARING ALL TABLES, REMOVING TRASH AND TAKING CATERING ITEMS FROM KITCHEN.

