



General Information and Pricing

STEP ONE: Check out our **Facility Fee** for your requested event date.

STEP TWO: Take a look at our **Menus** (Breakfast, Lunch, Dinner, Bar, etc.) for our pricing. If your event is on a weekday, don't forget to add **Linens, Valet and Security**.

STEP THREE: Request our **Food and Beverage minimum** for your date. The F&B minimum varies and is also flexible based on the month and day.

STEP FOUR: Schedule a **Tour**.

STEP FIVE: Request a **Proposal**, review and sign.

We are a full-service venue so we are a great choice if you are a busy person, if you live out of town, if you are somewhat inexperienced when it comes to planning events or if you just plain prefer doing other things with your time. We like what we do, so let us help.

Event Time

2 hours ~ Breakfast / Lunch / Cocktail Reception

3 hours ~ Dinner / Daytime Wedding Reception

4 hours ~ Evening Wedding Reception

Facility Fee / Room Rental

<p>\$550 Monday Daytime or Evening Tuesday Daytime or Evening Wednesday Daytime or Evening Thursday Daytime or Evening Friday Daytime Saturday Daytime Sunday Daytime or Evening</p> <p>What's included: Tables in various sizes (rounds, rectangle, cocktail, etc.) Gold Chiavari Chairs China, Glassware, Silverware and Votive Candles Room Set up and Tear down Executive Chef and Culinary Team Banquet Manager and Server Staff Event Manager</p> <p>What's not included: Specialty Linens Valet Parking Security Officer</p>	<p>\$2,600 Friday Evening</p> <p>\$3,600 Saturday Evening</p> <p>What's included: Tables in various sizes Gold Chiavari Chairs China, Glassware, Silverware and Votive Candles Room Set up and Tear down Executive Chef and Culinary Team Banquet Manager and Server Staff Event Manager Specialty Linens Valet Parking Security Officer</p> <p>What's not included: We can't think of anything.</p>
<p><u>A La Carte</u> \$20/each ~ Specialty Linens (napkins included) \$45/hour per valet ~ Valet Parking (4-hour minimum) \$45/hour ~ Security Officer (3-hour minimum)</p> <p><u>Seasonal Options</u> \$350 ~ Café Lights for Courtyard \$150/each ~ Outdoor Patio Heater (5 available) \$150 ~ Coat Check Attendant to collect coats *Self-service coat racks are complimentary</p>	<p><u>Equipment Options</u> \$50 ~ Podium \$50 ~ Microphone (wireless or wired available) \$100 ~ Speaker sound system and house music \$200 ~ Flat screen monitor (55 inch)</p> <p><u>Custom Quotes provided for</u> AV Equipment Screen Stage Pipe & Drape Tent for courtyard or parking lot</p>



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Other things you should know before booking an event with us:

*This is the fine-print we include on our agreements so feel free to read now to get a head-start.

FOOD: The Ashton Depot Catering and Events **must supply** all food with the exception of wedding cake.

We are really proud of our food and drinks, so let us make whatever your heart desires. If you want a specialty food or beverage, we can do it. You have your own Executive Chef for the day.

And just in case you forgot, our food is made from scratch. We purchase and prepare exactly what you select and it will be made fresh on the day of your event. We do not use heat lamps or hot boxes. When your food is done cooking, it will be served immediately to your guests.

IMPORTANT: Because of the nature of our cooking model, we ask that you select **one meal** to serve all of your guests. But don't worry, we will always have a vegetarian/gluten free option available should one of your guests request one. Any other dietary requests will incur an additional charge (and that's no fun).

For insurance, liability and best practices reasons, we cannot allow food to leave the premises. We cannot box up food for you to take home or donate any leftovers to a homeless shelter.

ALCOHOL: No alcohol can be brought in OR removed. **NO EXCEPTIONS.** We do not want to lose our liquor license.

The Ashton Depot bartenders will definitely check ID's for anyone appearing to be under the age of 21 and will not knowingly serve alcohol to minors or allow parents to serve their minor children.

The Ashton Depot bartenders reserve the right to refuse services to anyone who appears to be intoxicated (this means your rowdy/difficult guests).

SET-UP: You and your vendors have access to the venue for three (3) hours prior to your event start time.

SET-UP CHANGE FEE: If we set the room exactly as you agreed to on your room diagram and the WEEK or DAY of your event you request to make a change, we will add \$350 to your invoice. We are not trying to be unreasonable, but we do not have staff onsite every day and we may set your room up to 72 hours in advance. On the day of, our staff will arrive ready to work your event and not necessarily with enough time to reset the room. This includes adding/removing/moving tables, chairs, linens, place settings, chairs per table, etc.

On the **NOT ALLOWED** list: **Confetti** (of any kind!), **Glitter, Balloons, Rice, Birdseed, Flower Petals** (other than white), **Nails, Staples, Glue, Tape** and pretty much anything else you would not allow in your living room. If **ANY** of these items are used by you, your vendors, your guests or anyone else during your contracted event time, you will be fined **\$2,500**. Protecting the property for our future contracted clients is of utmost importance to us and we promise to do the same for you.

CANDLES: Everyone looks better in candlelight, so candles are definitely allowed as long as they are in a glass container. No tapers may be used (the long skinny candles that fall over). We like to avoid fire hazards in our old historic building.

IMPORTANT: Anything that you own, that you bring into The Ashton Depot, you are responsible for set-up and removal at the end of the event. We are not responsible for lost or damaged items.

SECURITY: All events are required to have a security officer onsite. The Ashton Depot will hire the officer for your event. We have connections.

If you and your guests are having a fabulous time and refuse to leave at the agreed upon end time and our staff has to stay late, we will charge you \$500 an hour. You can always add an hour of event time, but it needs to be agreed upon before the event starts so we can plan accordingly.

VENDORS: We love vendors. We have our favorites who are pre-approved but if you have your own favorite, please send us their name and email so we can approve them and send our Vendor Guidelines. We will also need a certificate of liability insurance on file two weeks before your event. No exceptions.

Tents and stages are awesome. We just ask that you order them through The Ashton Depot. We are the ones who will have to be here to unlock the doors for set up, supervise the work and unlock the doors for pickup. No one else will want to do this, I promise, so let us handle this for you.

Café lights and patio heaters are items that we welcome and hope you will use. However, we do require that you use ours. Our standards are high so we want you to have really nice cafe lights and really fancy heaters. All of these items can also be a fire hazard and we definitely don't want a fire.



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TASTINGS: Tastings are fun. Really fun. If you have a tasting included, please schedule it between one and four months before your event. Because December is our busiest month of the year, please do not request a tasting in December. Chef Cesar thanks you.

For your tasting, we will allocate two-hours for you to make your menu selections, plan your room diagram and map out your timeline.

If you need to hold additional meetings at The Ashton Depot beyond the tasting, we can schedule them but we will add \$50/hour to your invoice. We are not trying to be unreasonable, but we dedicate a certain amount of time for the planning of each event and we have a pretty good formula in place. That said, let us know if you think your event will require additional onsite meetings.

MEETINGS: If you will not be doing a tasting, you still get a 2-hour time frame to visit The Depot where we will cover your menu selections, room diagram and your timeline.

GUEST COUNT: Final guest count is due 14 days prior to your event. We know it's hard to give a guarantee number. Guests are horrible about RSVP'ing and buying tickets to events. Don't worry, we understand. After your guarantee, your guest count can always go up, it just can't go down (because we will already have gone shopping).

The deadline for **ADDING GUESTS** is 72 hours (3 days) prior to your event at no additional charge. Any additions within 72 hours will incur a fee because it may mean more tables, chairs, servers, etc. (see **SET UP CHANGE FEE**).

If your guests get rowdy and cause damage to our building or property, you will have to pay for the repairs. This includes your third-party vendors.

PAYMENTS: The Ashton Depot requests a deposit to formally book all events and accepts payment through cash, check or credit card. We will happily set up automatic recurring ACH or credit card payments for you.

Our pricing includes a 22.5% service charge and 8.25% sales tax. This is standard in the industry. If you are tax exempt, please send us an exemption certificate.

Final payments are due ten (10) days before your event. We will provide you with your final invoice amount based on your final guaranteed guest count.

If you don't make your scheduled payments, The Ashton Depot has the right to cancel your event. We do not ever want to do this, but if you are past due by 60+ days, you can pretty much guarantee we will cancel your event.

CANCELLATION: If you need to cancel your event after you've signed this agreement, well, it's really not good news, so please make sure you are comfortable with the date, start/end time and the F&B minimum. If you must cancel, please do so in writing, and be prepared to pay:

Agreement date to 1 year (365 days) before your event = 10% of the grand total
1 year to 6 months (364 days to 180 days) before your event = 50% of the grand total
6 months to 4 months (179 days to 121 days) before your event = 75% of the grand total
4 months (120 days) before your event = 100% of the grand total
*grand total = facility fee, F&B, service charge

Once you sign an agreement, we will not cancel. Rain or shine, snow or sleet, The Ashton Depot team will be onsite on the day of your event.

From the entire team at The Ashton Depot, we thank you for your consideration.