



Accasia's
—EVENT VENUE—

Pricing Guide



www.accasiaevents.com



Accasia Martinez

Owner/Operator

After planning events for over seventeen years, for both corporate employers and personal connections, we have taken a leap of faith and started our own venue & planning services.

Born in New York and raised in the Dominican Republic, I grew up with a deep sense of family and connection. Family included neighbors, friends, and blood relatives alike and there was always a special reason to come together.

We gathered under an Acacia tree at my grandparents house - it is very meaningful to me how that tree served as a nexus point that not only brought us together but also created lasting bonds.

The tree inspired my name and represents my childhood and the love I was surrounded by. The bond we felt beneath it and my joy in connecting people with each other is why I am passionate about event planning and why we named our venue Accasia's!

We hope that Accasia's Event Venue can serve as a home for your family and friends and help you bring your vision to life!

OUR SPACES



MAIN BALLROOM

Beautiful, Classic & Elegant Ballroom with high Ceilings & tall windows providing tons of natural sunlight. Designed with dimmable lights, hydraulic stage, and state of the art decorating ceiling grids for easy draping & lighting to achieve a sophisticated look and the perfect ambiance for every setting.



BANQUET HALL

Elegant & versatile hall with tall windows that can serve as an beautiful indoor ceremony site for up to 120 ceremony style and/or to setup up to 3 double buffet lines.



BAR & LOUNGE

Our lounge area is the perfect spot for your guests to grab some cocktails, shoot some pool and play shuffleboard. It is also a great room for the groom and his men to chill and relax before the ceremony begins.



PATIO AREAS

A lovely patio with an arbor for that perfect outdoor ceremony for up 160 guests and/or a cozy cocktail hour.



PRIVATE SUITE

Perfect cozy suite for to get hair, makeup and changes of clothes done. With a private restroom so no one gets to see you before your grand entrance!



LOBBY AREAS

Two lobbies furnished with beautiful accent furniture that serve as the perfect setting to welcome your guests.



FULL VENUE



VALID EVERYDAY



Required for 120+ Guests

\$6,500
2023

\$7,000
2024

UP TO 10 HOURS OF USE OF SPACE

TABLES & CHIAVARI CHAIRS

ACCESS TO AUDIOVISUAL EQUIPMENT WITH PLUG N PLAY TECHNOLOGY

IN-HOUSE SOUND & MICROPHONES

CATERING PREP KITCHENS WITH REFRIGERATION, COUNTERTOPS & ICE-MACHINE

ON-SITE VENUE COORDINATOR

COMPLIMENTARY ON-SITE PARKING

AFTER EVENT CLEANING

REQUIREMENTS

SECURITY OFFICER – \$60/HR WITH A 4 HOUR MINIMUM

LICENSED & INSURED BARTENDERS

LINENS STARTING AT \$15 EACH

ADDITIONAL HRS AS NEEDED @ \$500 EACH



PARTIAL RENTAL



VALID SUNDAY – THURSDAY

MAIN BALLROOM

Up to 120 Guests

2023

\$5,000

2024

\$5,500

BANQUET & LOUNGE

Up to 60 Guests

\$3,000

\$3,500

UP TO 8 HOURS OF USE OF SPACE

TABLES & CHIAVARI CHAIRS

ACCESS TO AUDIOVISUAL EQUIPMENT WITH PLUG N PLAY TECHNOLOGY

IN-HOUSE SOUND & MICROPHONES

CATERING PREP KITCHENS WITH REFRIGERATION, COUNTERTOPS & ICE-MACHINE

ON-SITE VENUE COORDINATOR

COMPLIMENTARY ON-SITE PARKING

AFTER EVENT CLEANING

REQUIREMENTS

SECURITY OFFICER – \$60/HR WITH A 4 HOUR MINIMUM

LICENSED & INSURED BARTENDERS

LINENS STARTING AT \$15 EACH (OR BRING IN YOUR OWN)

ADDITIONAL HRS AS NEEDED @ \$500 EACH



Frequently Asked Questions

Can we bring in our own food & beverages?

Absolutely, our mission is to ensure that we bring YOUR vision to life, that includes serving what you want during your special day. If you need help finding the right caterers, we can provide you with a list of trusted vendors you can choose from.

What other requirements does the venue have?

A security officer is required to be on-site for all events with 100+ guests and/or servicing alcohol. We work with actual police officers so you will only need 1, we schedule them and you pay them directly the day of your event.

Do I need to have a Bartender?

Yes, all alcohol must be served by a licensed and insured bartender. There are no shots/neat drinks allowed. Check contract for your details.

Do we have to use the vendors on your list?

No, our trusted list of vendors is available upon request to help you in your search, but you may choose to book outside this list any vendors except security which is booked through the venue and bartenders from our list. Bartenders outside our list must submit required paperwork 1 week prior to the event day.

Can we do live cooking on-site?

While there is no cooking inside the building, we can accommodate some live cooking outside in the patio areas or parking lot taking the necessary measures to ensure safety and protect the areas of grease, etc. All live cooking must be approved prior to event and will require for food handlers' license and Certificate of Insurance with Venue listed as Certificate Holder for the day of event.

Are our vendors required to have insurance?

Most vendors like caterers, 360 photobooths, pyrotechnics (check contract for things not allowed), decorators, etc. will be required to provide certificate of insurance with the venue listed as a certificate holder for the day of the event depending on what they are doing, at the venue's discretion. Please note you are responsible for any damages that occurs during your event so booking licensed and insured vendors is important to protect yourself in case of any damages.

What is parking like?

Almost 300 parking spaces are available complimentary to you and your guests right on-site.

Are there any hotels close by for our guests?

Yes, we have many hotels even walking distance. Best of all we have partnerships with them all to ensure you receive discounted rates for you and your guests.

Do you provide dinnerware?

The venue does not provide any disposable nor glass dinnerware (plates, utensils, cups, napkins, etc). The caterer, 3rd party, or the client is responsible for bringing those in for your event.

Do you provide waitstaff?

We always tell our clients to check with their caterers first, if they do not provide servers & waitstaff to buss tables, the venue will provide at an additional cost. If you choose not to get waitstaff the venue is not responsible for replenishing food/drinks nor bussing tables. There will be a coordinator on-site to help maintain common areas like restrooms and trash cans.

How can we book our event?

Once you are ready to book, we will draw up a contract and invoice for your event. Once we receive your signed contract and deposit your dream day is booked! Check out next steps on the next page.

Love it! What's next?

01 BOOK A TOUR

Once you have reviewed our pricing guide, make a list of questions and book time to come see the space!

02 SIGN THE CONTRACT

Let us know what you have chosen to book, date, guest count and your start and end time. Remaining block hours are assigned to the beginning for setup and an additional complimentary hour is added to the end so you don't feel rushed as you gather your belongings.

03 PAY YOUR DEPOSIT

50% will lock in your date. Balance due 30 days prior to your event date.

You are welcome to send in payments however you choose in between.

Credit Card Payments are subject to a 3% Convenience Fee

04 EVENT PLANNING MEETINGS

Schedule as many meetings with your vendors as needed. Two weeks prior to your event submit a timeline of your event along with all vendors, services being provided & all required certifications & COIs. A final diagram will be sent for your approval.

05 ENJOY YOUR EVENT

Day of your event we will receive and direct your vendors for setup according to timeline & diagram. We will be here to support you & your vendors throughout the event & ensure all common areas are kept up with.



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—EVENT VENUE—

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TOUR HOURS

M - Th 11:00 am - 7:00pm CST

Book Appointment

