



*Accasia's*  
—EVENT VENUE—

# Pricing Guide



*BRINGING YOUR VISION TO LIFE*  
[www.accasiaevents.com](http://www.accasiaevents.com)



*Accasia Martinez*

Owner/Operator

After planning events for over eighteen 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.





## INCLUDED IN ALL PACKAGES

1 COMPLIMENTARY HOUR BETWEEN SETUP & EVENT

1 COMPLIMENTARY HOUR AFTER EVENT FOR VENDOR BREAKDOWN

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

## REQUIRED

EVENT LIABILITY & CANCELATION INSURANCE

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

LICENSED & INSURED BARTENDERS – \$45/HR PLUS BOOKING FEE BOOKED VIA VENUE

LICENSED & INSURED VENDORS

ADDITIONAL \$250 CLEANING FEES FOR USE OF RICE, CONFETTI, PETALS, ETC

ADDITIONAL HRS AS NEEDED @ \$500 EACH

**OPEN VENDOR POLICY**  
**NO SURCHARGES TO YOU OR YOUR VENDORS**



# FULL VENUE



## SAME GREAT RATE EVERYDAY

REQUIRED FOR ALL EVENTS OVER 100 GUESTS

**\$7,000**

UP TO 10 HOURS FOR SETUP & EVENT

TABLES & CHIAVARI CHAIRS FOR UP TO 300 GUESTS

ACCESS TO AUDIOVISUAL EQUIPMENT WITH PLUG N PLAY TECHNOLOGY

IN-HOUSE SOUND & MICROPHONES

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ON-SITE VENUE COORDINATOR

COMPLIMENTARY ON-SITE PARKING

AFTER EVENT CLEANING

### REQUIREMENTS

EVENT LIABILITY & CANCELATION INSURANCE

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

BARTENDERS – TABC LICENSED & INSURED WITH LIQUOR LIABILITY

ADDITIONAL HRS AS NEEDED @ \$500 EACH

### ADD-ONS

CHECK ADD-ON ITEMS OR PACKAGES FOR PRICING ON LINENS, DECOR, WAITSTAFF AND MORE



# PARTIAL RENTALS



## VALID SUNDAY – THURSDAY

### MAIN BALLROOM

Up to 100 Guests

**\$5,500**

### BANQUET & LOUNGE

Up to 50 Guests

**\$3,500**

UP TO 8 HOURS FOR SETUP & EVENT

TABLES & CHIAVARI CHAIRS FOR UP TO 300 GUESTS

ACCESS TO AUDIOVISUAL EQUIPMENT WITH PLUG N PLAY TECHNOLOGY

IN-HOUSE SOUND & MICROPHONES

CATERING PREP KITCHENS WITH REFRIGERATION, COUNTERTOPS & ICE-MACHINE

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### ADD-ONS

CHECK ADD-ON ITEMS OR PACKAGES FOR PRICING ON LINENS, DECOR, WAITSTAFF AND MORE



# ADD-ON ITEMS

Our mission is to make sure your vision comes to life.

While we will always have an truly full open vendor policy without surcharges to you or your vendors.

However we have some amazing add-on items that can elevate your event and can help fill in the gaps you are not finding with your own vendors.



## LANTERNS - FREE

12 Tall & 12 Short Lanterns Available  
with Champagne Hydrangeas and/or LED  
Pillar Candles



## VASES - FREE

Mix of sizes that can be used with client  
provided flowers, floating candles, etc



## BUD VASES - FREE

(25) Bud Vases. Mix of sizes that can be used  
with client provided flowers



## CANDELABRAS - FREE

(8) Available provided with LED candlesticks.  
We suggest client to bring AAA Batteries just in  
case



## LINENS STARTING AT \$15EA

Chair covers, sashes, runners, and other  
specialty table linens available.  
\*Request Consultation\*



## STAGE BACKDROP \$150- \$200

Your choice of Gold, White, Black, Blush Pink,  
Dusty Blue, Burgundy, Red, or Shimmery Rose  
Gold. Or combination of colors.



## CEILING DRAPING / STRING LIGHTS \$300 / \$350

Your choice of Gold, White, Black, Blush Pink,  
Dusty Blue, Burgundy, Emerald Green, Red,  
Or combination of colors.



## VINES & FLOWERS \$500- \$1000

Hanging Vines & Wisteria Flowers from our  
ceiling in your choice of white, pink and purple  
or a combination. Different colors available  
for an upcharge of \$200



## WOODEN ARCH \$100

Choice of White, Baby Blue, Blush, Emerald,  
Gold, Burgandy, Lavendar drapes



## LARGE BEADED CHANDELIER - \$75

(1) Available  
A Min of 5 Chandeliers must be purchased if  
ceiling drapes is not purchased.



## SMALL BEADED CHANDELIER - \$50

(7) Available  
A Min of 5 Chandeliers must be purchased if  
ceiling drapes is not purchased.



## SMALL CANDLESTICK CHANDELIER - \$60

(5) Available  
A Min of 5 Chandeliers must be purchased if  
ceiling drapes is not purchased.



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THRONE CHAIRS  
\$175

Red Velvet with Gold Frame



THRONE CHAIRS  
\$175

Black Vinyl with Black Frame



THRONE CHAIRS  
\$175

White Vinyl with White Frame



THRONE CHAIRS  
\$175

Purple Velvet with Gold Frame



BARTENDERS  
\$45/HR PLUS \$125  
BOOKING FEE

TABC Licensed with Liquor Liability Insurance  
Will require booking additional hrs for  
setup/bkdwn



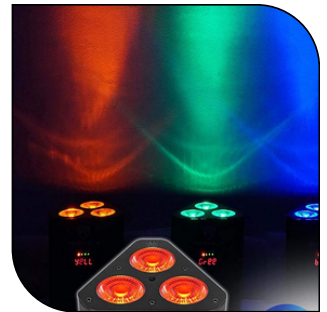
WAITSTAFF  
\$30/HR PLUS \$100  
BOOKING FEE

Our waitstaff can help serving, replenishing,  
bussing tables, cutting cake and more.  
Additional hours @\$30/hr



SPOT LIGHTS  
\$10 EACH

Add up to (12)



UPLIGHTS  
\$25 EACH

Add up to (10) uplights to your backdrop or  
around the room



INTERACTIVE  
PHOTOGRAPHY  
\$250/HR (4HR MIN)

Photography experience, where memories  
are not just captured but delivered instantly!  
Imagine your guests arriving, effortlessly  
registering, and then receiving their beautifully  
taken photos within minutes.



PROJ'D MONOGRAM  
\$300-\$350

Choice of static or animated design. Setup  
from the ceiling for a clean, stand free design



DANCE ON CLOUD -  
\$350

Includes effects tech, dry ice, licensing &  
insurance



COLD SPARKLERS  
\$2,000 - \$2,250

Includes multiple shots within 1 hr by Licensed,  
Insured Technician and city permits

# ADD ON PACKAGES

Our mission is to make sure your vision comes to life. While we will always have an truly full open vendor policy without surcharges to you or your vendors we understand some clients would like to us to handle some elements of their event. Feel free to add-on the elements you'd like or let us take care of absolutely everything!

## TABLESCAPE DECOR

- Linens & Napkins - Over 30 colors to choose from
- Your Choice of Charger Plates
- Salad, Dinner, Dessert Plates & Flatware, Water Goblets
- Mix of Small, Medium & Large Centerpieces

UP TO 100 GUESTS - \$3,200

UP TO 150 GUESTS - \$3,800

UP TO 200 GUESTS - \$4,800



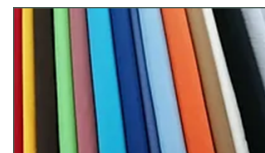
2-4 Roses or Peonies  
1-2 Hydrangeas  
½ bunch of fillers  
2-4 Candles (floating or votive)  
1-3 Small Vases



4-8 Roses or Peonies  
3-5 Hydrangeas  
1 to 1 ½ bunch of fillers  
2-4 Candles (floating or votive)  
Medium Base



9-18 Roses or Peonies  
6-9 Hydrangeas  
2 to 3 bunch of fillers  
2-4 Candles (floating or votive)  
Tall Vase



## BARTENDING SERVICES - Up to 6hrs of Event

- Licensed & Insured Bartenders
- Assorted Sodas, Juices, Lemons, Limes & Garnishes
- Assorted cups, straws, beverage napkins

UP TO 100 GUESTS - \$1,700 - ADDITIONAL HRS @\$45/HR

UP TO 150 GUEST - \$2,000 - ADDTL HRS @90/HR

UP TO 200 GUESTS - \$2,600 - ADDTL HRS @ \$140/HR

• **ASK ABOUT FULL HOSTED BAR SERVICE\***



## ENTERTAINMENT - \$3600

- Up to 6hrs of Event Time
- DJ w/Robust Audio System
- Booth Setup
- Dance Floor Lighting
- Interactive Photography w/event template

**\*ADD \$400 FOR WEDDINGS WITH 2ND SETUP\***





# EVENT INSURANCE

Event Liability and Cancellation Insurance are essential safeguards that protect your investment not only with our venue but also with all vendors contracted for your special day.

## EVENT INSURANCE BENEFITS YOU

### EVENT LIABILITY INSURANCE

THIS COVERAGE PROTECTS YOU FROM POTENTIAL CLAIMS ARISING FROM ACCIDENTS OR DAMAGES THAT MAY OCCUR DURING YOUR EVENT. HOST LIQUOR LIABILITY INCLUDED BUT YOUR BARTENDER MUST ALSO CARRY LIQUOR LIABILITY.

### CANCELLATION INSURANCE

IN THE UNFORTUNATE EVENT THAT YOU NEED TO CANCEL OR POSTPONE YOUR EVENT DUE TO UNFORESEEN CIRCUMSTANCES, THIS INSURANCE HELPS RECOVER NON-REFUNDABLE DEPOSITS AND PAYMENTS MADE TO THE VENUE AND OTHER VENDORS. THIS COVERAGE ENSURES THAT YOUR FINANCIAL INVESTMENT IS PROTECTED, EVEN IF THE UNEXPECTED HAPPENS.

### WHERE TO PURCHASE

WE HAVE PARTNERED WITH INDEMN TO MAKE SURE YOU GET THE BEST COVERAGE IN THE MARKET!

WE'VE GOT TAILORED INSURANCE FOR YOUR BIG DAY AT ACCASIA'S EVENT VENUE. IT IS RECOMMENDED TO FULLY PROTECT YOUR EVENT WITH A PACKAGE OF LIABILITY AND CANCELLATION INSURANCE.

CLICK OR SCAN TO PURCHASE>>



# 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 or you can choose from our catering menu. There is never a surcharge to you or your vendors.

## 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. Officers must be booked by the venue. Only needed during event hours. In order to ensure we are only charging you for what you need you will see this as a separate line on your invoice.

## Do I need to have a Bartender?

Yes, all alcohol must be served by one of our licensed and insured bartenders. There are no shots/neat drinks allowed. Check contract for your details. Exceptions may be pre-approved as long as outside bartenders provide all requirements and follow house rules.

## 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 (TABC licenses & COIs) 2 weeks 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 an additional insured.

## Are our vendors required to have insurance?

We strongly advise that all vendors possess proper licensing and insurance for the safety and security of both you and the venue. Our requirements are particularly stringent for services such as bartending, 360 photobooths, pyrotechnics, etc. These vendors must provide a certificate of insurance listing the venue as an additional insured during your event, as determined by the venue. Please be aware that you are liable for any damages incurred during your event, and all monies paid are non-refundable so it's highly recommended that you purchase Event Liability & Cancellation Insurance as well as book vendors who are licensed and insured to safeguard yourself against potential liabilities.

## 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. Check your contract for direct links to discounted rates.

## Do you include linens?

Linens are not included with venue only rental packages. You may choose to bring in your own, rent just linens from us or add-on a tablescapes decor which includes linens full place setting and centerpieces.

## 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. You may choose to add-on a tablescapes decor which includes linens full place setting and centerpieces.

## 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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[www.accasiaevents.com](http://www.accasiaevents.com)

[info@accasiaevents.com](mailto:info@accasiaevents.com)

972-332-5284

351 Southwind Ln

Fairview TX 75069

### TOUR HOURS

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

**Book Appointment**

