

# *Chico Event Center*

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197 East 2nd & Wall Street, Downtown Chico

Chico Event Center opened in 2006. Since then, we have had the opportunity to host an array of special events from business seminars, to weddings and receptions. We are located on the top floor of a newly renovated, historical brick building, just one block from Main Street.

The view from the Chico Event Center meets the tree line of downtown. Crisp, white columns stand between beautiful hardwood floors and detailed ceiling soffits. The raised dance floor, fully-stocked bar, and custom amenities are all part of the casual elegance and unforgettable experience created at Chico Event Center.

*Thank you for your interest. We look forward to serving you and your guests.*

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## *Frequently Asked Questions*

### Regarding Rentals & Deposits

**The Chico Event Center** is available for private events. The rental costs vary based on the number of guests you anticipate.

The final guest count must be received no later than two weeks prior to your scheduled event in order to ensure the availability of staff, rentals, and rates.

**The cost of the room rental includes** standard tables and chairs, setup and takedown, insurance and licensing, as well as a doorman, bartender and onsite manager.

**A \$1,000 security deposit** is required to save the date. The security deposit will be applied toward the remaining balance of the room rental fee.

**The remaining balance** must be paid no later than one week prior to your scheduled event.

**A cleaning and damage deposit** is also required as a separate payment, one week prior to your scheduled event. For most events, the cleaning and damage deposit is \$500 however, this amount may vary.

**All personal belongings**, decorations, packaging, and trash must be removed within one hour after your event. You may not leave items to be picked up the following day. The Chico Event Center is not responsible for items left after the event. Excessive cleaning and damage will result in a deduction from your cleaning and damage deposit.

**An outside catering fee of \$400** will be applied to any party hosting an outside caterer. The cost includes the use of the Chico Event Center prep-kitchen, buffet tables, cleaning supplies, and elevator.

**The cost of the bar**, licensing, and bartender are included in the standard rental. You may host an open bar, offer a signature cocktail, allow guests to purchase their own drinks, or any combination. All alcohol is available through Chico Event Center. If you prefer to host a wine or champagne that is not available through the Chico Event Center, a corkage fee of \$9.00 per bottle will be added to your final bar cost.

**If you choose to extend the time** of your event, an hourly rate of 15% of your room rental fee will be added to the final balance.

**If you are unable to meet for a scheduled** consultation and do not provide 24hours advance notice, you will be charged for that time.

**If you cancel your scheduled event**, your security deposit is refundable only if we are able to re-rent the room for the reserved date.

**Acceptable forms of payment** include cash, check, Visa, MasterCard, and American Express.

*\*All information is subject to change\**

## *Frequently Asked Questions*

Regarding Venue & Services

### **How many hours are included in the standard rental of Chico Event Center?**

The cost of the standard room rental includes six hours. Depending on your package selection, the venue will be available as early as 11:00a.m. the day of your event. In addition, you will receive one hour at the end of your event to remove all personal belongings, decorations, and trash. All events must end by 1:00a.m.

### **Is it possible to have a rehearsal or additional time to setup in advance?**

Additional time for rehearsals or setup is available for \$75/hour. The venue, and a member of our staff will be available during the time you setup or rehearse.

### **Is it possible to extend the event?**

If you choose to extend your event, an hourly rate of 15% of your room rental fee will be added to the final balance. Additional costs may apply based on staffing and services.

### **What is the room capacity?**

Chico Event Center accommodates 200 guests for seated meals and as many as 399 guests for standing cocktail receptions.

### **Is there a dance floor?**

There is a raised dance floor that may also be utilized for additional seating. In larger events (175+ guests), the head table and family tables may be removed from the raised level to comfortably allow for dancing.

### **Do you allow live bands?**

We do not allow live bands. However, special arrangements may be made for acoustic bands.

### **Is there an onsite manager?**

The manager of the Chico Event Center is available for the initial showing and consultation, in addition to phone and email correspondence. The manager will be present to attend to any onsite complications during the event, setup and takedown.

### **Is there an onsite coordinator?**

We offer a variety of packages, including the services of an onsite coordinator for the day of your event. Packages include a digital photo display the week of your event, additional consultations, specific vendor recommendations and contact information, an event itinerary, placement of decorations, a hostess during your events, and a liaison between vendors during the setup and event.

### **Are your facilities handicap-accessible?**

Chico Event Center is ADA compliant. Our elevator is used exclusively for the Chico Event Center. In addition to stairs, we also have a ramp from the main floor to the dance floor.

### **Is there onsite security?**

Security is included in the cost of the standard room rental to ensure that your event is safe and manageable.

### **Where are bathrooms located, and how many stalls are there?**

Restrooms are located near the back of the Chico Event Center. Each restroom has four stalls.

### **Do you have a coat check service?**

We do have a coat check services available upon request.

*\*All information is subject to change\**

## *Frequently Asked Questions*

### Regarding Catering Services

#### **Do you have an onsite caterer?**

Chico Event Center does offer a full catering service. Our executive chef has designed an exquisite menu with a variety of flavorful dishes. Special requests are also accepted.

#### **Do you require a minimum order?**

Our catering service includes as many as two entrees for parties with 100 guests or less, and three entrees for parties with 100 guests or more. The minimum for all catered events is \$1000.00.

#### **Do you allow an outside caterer?**

We offer an outside catering fee of \$400 for parties who prefer to hire an outside vendor. The cost includes the use of the Chico Event Center buffet tables, and prep kitchen. The kitchen offers convenient access to the elevator, and is equipped with plate warmers and coolers, an ice machine, a dishwasher, a holding oven and a refrigerated prep table.

#### **Are tables, chairs, linens, china and glassware provided?**

The standard room rental includes tables and chairs to seat your party. The bar provides glassware for served drinks. Linens and tables settings are provided when on site catering is utilized. If you hire an outside caterer, table glassware, linens, and china are available to rent through the Chico Event Center.

#### **How many guests do the tables comfortably seat?**

We have a variety of tables included in the standard rental. Tables seat 6, 8, and 10 guests.

#### **What colors of linens do you offer?**

The onsite catering service includes white and ivory table linens, as well as white, ivory, and black linen napkins. Additional colors may be available upon request.

#### **Is it possible to arrange a tasting?**

We strive to offer the freshest ingredients at the lowest cost to our customers.

Tastings are scheduled once a month and require that selections are received two weeks prior. As many as three entrées or four appetizers may be prepared for tastings. Standard menu costs apply.

#### **Do you provide servers or wait staff?**

The Chico Event Center has a well-qualified catering staff to ensure excellent service for cocktail receptions, buffets and plated meals.

#### **Is gratuity included in the cost of the catering?**

The cost of our catering service includes gratuity for the chef and servers. A 15% gratuity is applied to buffet service and appetizer stations; 20% gratuity for plated service and passed appetizers.

#### **Do you offer the option of a plated dinner?**

We do offer plated service for parties with 100 guests or less. You may select as many as two entrees and one child's plate. The cost of a plated dinner is an additional \$5.00/plate and an additional 5% gratuity.

#### **Do you offer a cake cutting service?**

Our cake cutting service is \$0.75 per guest and included in the cost of dessert plates and dessert forks.

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