

Cafe at the Gardens

Cafe at the Gardens is a beautiful serene place to host a wide range of special events such as family reunions, graduation parties, engagement parties, rehearsal dinners, weddings, wedding receptions, vow renewals, fundraisers and Quinceaneras. Additionally company parties for Christmas and holiday events, cocktail parties and mixers are easily accommodated. The atrium is filled with lush tropical plants, a large indoor Koi pond and two water features. Café at the gardens has a unique atmosphere that sets us apart from any other venue you will find in the Permian Basin.

We have an enclosed atrium with a capacity of 150 people, to accent your event we have a in-house decor available for consultation, Executive chef, James Price, has been with Café at the Gardens for the past six years and he was recently named chef of the year for the Permian Basin. He and his staff will create a succulent menu for you. Our event planner is available to discuss your ideas and will make every effort to help you obtain your vision.

Event Guidelines:

This building is a NON-SMOKING BUILDING. Guests must go outside the building to smoke. Rental includes a limited amount of tables and chairs, which does not include linens, linens are available for rental. You may however bring in your own tables and chairs.

Alcohol may be Served on site under the following stipulations:

All parties serving alcohol will be provided two (2) officers for security purposes at a rate of \$50.00 per hour/per officer.

For parties of 50-150 or more guests, not serving alcohol, Two (2) security officers are required

Any party serving alcohol is required to have a TABC certified bartender. Café at the gardens has a bartender available for your convenience at a rate of \$20.00 per hour.

**** A refundable deposit of \$500.00 is required to reserve the venue in cash or check, with the balance of all fees due no later than two weeks prior to the event date. Menu Price and Menu Items subject to change without notice.

****If working with a party planner/wedding planner please inform Cafe at the Gardens event coordinator, planner is to be informed of any responsibilities , rules

and regulations venue may have.

****Cancellations less than 12 weeks from the event date will forfeit the deposit. Any cancellations prior to the 12 weeks from the event date will be deducting \$25.00 from the deposit due to processing fees. Should a cancellation occur less than fifteen (15) days prior to the scheduled event All money paid to Café at the Gardens will be forfeited.

As a part of our catering services it is our responsibility to clean all dish-ware, serving pieces and equipment used in your event. Food and Beverage staff duties are determined by event coordinator. Food and Beverage staff is not allowed to help set up or breakdown and decor or such brought in by renter of facility. Unless prior arrangements have been made with event coordinator. Should you choose to bring outside items such as decorations you will be responsible for the clean up and disposal of such items. Your event must be completed by twelve 12:00 midnight. All guests, food, drinks, trash, etc. must be out of the building by 12:00 midnight unless prior arrangements have been made.

If outside catering (with fee paid) is brought in full cleaning and rearranging responsibilities become the renters responsibilities.

An additional \$300.00 moving fee is required to use the gazebo outside area or the green house gazebo area.

We are not responsible for any personal items left after your event or any damaged items brought in by renters of facility.

As a renter of the facility you will be financially responsible for any and all charges resulting from damage over and above the security deposit.

The security deposit will be mailed to you within fourteen (14) days following your event. In the event that a security deposit is withheld for failure to comply with these rules, you will receive a letter outlining the specific damages and the cost repair.

Social Event Coordinator:

Reviewed and Accepted:
