



ENCORE ROOM INFORMATION SHEET

The Encore Room has an incredibly easy process for designing and pricing events. We suggest taking a tour and meeting with an event planner as the first step. Then, pick your preferences and a quote will be prepared for your review. When satisfied with all the components of the event submit a deposit to secure the date. Read more details below:

Event planning Steps:

1. Decide on your event format, name, date, time and an outline of the details
2. Choose items to add including food, beverages, equipment upgrades and services required (DJ etc.)
3. Choose the floor chart and table arrangement you would like for the room or indicate a custom design
4. Email these choices to our event planner and we will create a quote for your review

Encore Room Rental Rates:

- 4-hour minimum weekend rental period required plus 1-hour of complimentary set up for a total 5-hour block. Weekday rental is a 3-hour minimum rental.
- Monday, Tuesday, Wednesday and Thursday - \$299 per hour
- Friday, Saturday and Sunday - \$399 per hour
- December pricing varies due to demand.

Room rental rates include the following items:

Encore Room set with tables, chairs, linens, centerpieces, silverware, glassware, registration table, display tables, balcony seating, stage, dance floor, house lights and service staff.

Equipment & Service Upgrades:

Upgrades are available to add to the event as required. Upgrades include audio visual equipment, linens, decorations, professional services including photographers, entertainers and DJ.

Food & Beverage Menus:

Arizona Broadway Theatre has a full service kitchen preparing delicious meals for Encore Room events during breakfast, lunch and dinner. Soft beverages are served at the table or provided buffet style. Options attached

Bar Service:

The Encore room lobby features a full service bar with a variety options to choose from. See attached

Floor Charts & Seating Arrangements:

The Encore Room can be set in a variety of ways depending on the requirements. Floor charts are available for you to choose from plus custom choices can be designed as necessary.

Payment Information:

- To secure a booking a 25% non-refundable deposit is required
- 60 Days prior to the event a 2nd 25% non-refundable deposit is required
- Final payment is due 7 days prior to the event
- Check or money order are the preferred methods of payment

Cancellations:

If the event is unable to take place due to a mandated facility closure, we will offer a new event date up to 12 months in the future.

ENCORE ROOM UPGRADES

Theatrical Lighting – Light rigs in the ceiling provide stationary spot lights and colored illumination \$100

Wireless Up Lights – Portable lights are available to set around the room for colored illumination \$250

4K Video Projector - Standard picture presentation during the event approximate screen size 8 x 10 feet \$100

8K Video Projector – High-definition movie quality presentation approximate screen size 12 x 20 feet \$500

Podium & Microphone - Standard handheld mic, podium with sound system \$100

Premium Surround Sound System – Plug in with a standard headphone jack to provide your own playlist \$250

Bistro Lights – Beautiful Bistro lights suspended over the Encore Room from the balcony \$500

Red Carpet & Stanchions – Available for VIP entry to the Encore Room \$50

Private Dressing Room with Bathroom - Includes table, chairs, couch, mirror and water station \$250

Photo Step & Repeat – Arizona Broadway Theatre logo back drop for photographs \$50

Cake Table - 1 x 60 inch round table set with floor length linen, risers, linen topper and decorative knife \$50

Cake Cutting Service - service staff cuts the cake, serves on plates and then serve each person in the room \$1pp

Floor Length Linens - 120" Round linens \$30 each

Linen Table Toppers - 90 X 90" \$20 each

Colored Table Cloths – Variety of colors and styles available for table tops and napkins. Price depends on choice

Chair Covers – Variety of colors available with standard sash \$7 each

Centerpieces – Various designs available, prices depend on choice

VENDOR SERVICES

Photo Booth – Booth or backdrop styles available, prices depend on services required \$700

Professional Photographer - Available for 3 hours during the event plus processing and digital delivery \$600

Professional DJ - Available to MC the event, guide activities and work with client on the playlist. Karaoke and game services also available. 4 hours for \$700

Live Entertainment Acts - A variety of acts available, jazz and rock bands, quartet etc.

Murder Mystery Show – Pair your event with a hilarious murder mystery tale and dining experience \$1,500

Wedding Officiant - to marry the bride and groom during the ceremony following the instructions provided. Pre-planning calls and rehearsal included \$350