



OVERLOOK
at the Vista

— EVENT —
PACKET





The Get-Together Package

50 GUESTS OR LESS

Total Price **\$ 550**

INCLUDES:

- ◆ Use of Outdoor Pavilion **OR** Indoor Studio + lawn and fire pit.
- ◆ Six round tables and fifty chairs to seat 50 guests
- ◆ Six-hour use of venue, including setup and tear-down time
- ◆ Additional venue furniture based on location selected.

***USE OF BOTH EVENT SPACES AVAILABLE FOR AN ADDITIONAL \$350**

The Shindig Package

UP TO 100 GUESTS

Total Price **\$1,100**

INCLUDES:

- ◆ Use of Outdoor Pavilion **and** Indoor Studio + lawn and fire pit.
- ◆ Up to 11 round tables and 100 white chairs to seat guests.
- ◆ Eight-hour use of venue, including setup and tear-down time
- ◆ Venue furniture.

869 Old Tory Trail

OVERLOOKTHEVISTA.COM

◆ Aiken, SC 29801

◆ EVENTS@OVERLOOKTHEVISTA.COM

A LA CARTE OPTIONS

Cocktail Tables
\$200 for all 8 or \$30 a piece.

Table set up & break
down - Starting at \$250

Additional Time - \$120 an
hour.

Propane Heaters (propane not included)
\$250 for all 5 or \$80 a piece.



OVERLOOK
at the Vista

The Party Package

101 - 200 GUESTS

Friday - Sunday Pricing \$3000

Monday - Thursday Pricing \$2000

200 - 300 people an additional \$1500

INCLUDES

Use of Outdoor Pavilion & Indoor Event Center + Lawn & Fire pit

Round Tables and chairs to seat up to 200 guests.

Use of the venue - including setup and tear-down time between
11 AM - 11 PM.

A variety of furniture and a mobile bar.

Eight Cocktail Tables

A LA CARTE OPTIONS

Bridal Suite - \$250

Set up & Break Down - Starting at \$500

*Propane Heaters (propane not included)
\$250 for all 5 or \$80 a piece.*

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EVENT INFORMATION

Alcohol

- **Liquor (Vodka, Tequila, Gin, Whiskey etc..)** may only be consumed at the venue when served by a liability insured, licensed and venue approved vendor. At no point do we allow self service liquor. Nor do we allow alcohol to be consumed that has been brought by any guests.
- At ***NO POINT*** may an individual under 21 consume or touch alcohol of any kind on the venue property.
- Your bartending vendor must be approved by the venue. To have your vendor approved, you will....
 1. Send the contact information of the vendor.
 2. Liability insurance,
 3. What will be served at the event.

Only with written confirmation may your vendor be allowed to serve on the property.

- For events ***over 50*** people desiring beer, wine, champagne, or liquor we require a liability insured, licensed and venue approved vendor to serve at your event. ***Events 50 people and under*** are allowed to have self service beer & wine.

Venue Requirements

- Events 100 guests or more require a coordinator not participating in the event.
- Events 100 guests or more require day of event insurance.
- Candles are allowed after they have been approved by the venue manager.
- The venue must be left as it was found at the end of the rental time. The client or vendors may not leave any event items or decor at the venue after the rental time.

VENUE INFORMATION

The venue is a self service venue-which means all setup and decorations are the responsibility of the client. The client may add on to their package the set up and break down package if they would like. Regardless the venue will be clean, with stocked bathrooms, and the grounds maintenance at the time of the event.

EVENT INFORMATION

Booking & Payment

- The venue only has one payment plan.....

1.) **Security Deposit:** Non- refundable and half of the full package cost. This is due at booking.

2.) **Final Deposit:** The other half of the full package cost. This is due 30 days out from the event.

3.) **Damage Deposit:**

- A fully refundable deposit unless the venue has to fine or fix damage after the event.
- This is due 30 days out from the event and refunded within 30 days after the event.
- This payment is only accepted as a cashier check or money order.

- The venue does not accept cash.
- The venue does not accept payments in full at time of booking.
- If the event is being booked two months or less from the desired event date the payment is to be paid in full.
- The client can either pay with a cashier check or with a credit card online.
- All checks must be made out to “Overlook at the vista”. and include the event date in the description.