



CELEBRATE LIFE'S MILESTONE WITH US AT

ORCHID EVENT CENTER

2928 Spring Hill Road, Aubrey, Texas, 76227



**ACCOMMODATES
UP TO 100 GUESTS**



**BREATHTAKING
OUTDOOR OASIS**



**FLEXIBLE SPACES
FOR ALL EVENTS**



**HEART OF AUBREY
LOCATION**

AV Setup for Memorable
Presentations & Music

Adaptable Layouts for
Perfect Party Flow

Plenty of easy access
Parking

Super-Fast Wi-Fi for Live
Streaming & Social Sharing

Located on a 3-acre property, boasting
ample outdoor seating capacity

Secure your special day at Orchid Event Center & let us help
you craft an unforgettable experience!

**BOOKINGS OPEN
903-776-4350**

info@orchideventcenter.com | www.orchideventcenter.com



Event Center Hours: Open daily from 7 AM to 10 PM



PRICING

Event Pricing:

- Monday to Thursday: \$750 per event for up to 4 hours.
- Friday, Saturday, and Sunday: \$1000 per event for up to 4 hours.
- Cleaning Charges : \$250 per event.
- Additional Time: \$200 per additional hour
- Outside Catering: Allowed



BOOKING

- To Book the Event Center: Please call 903-776-4350.
- Booking Amount: 100% payable at the time of booking.
- Cancellation Policy: No refund for cancellations.



CONDUCT

- Smoking: This is a non-smoking facility. Please use designated smoking areas outside.
- Noise: Please be mindful of noise levels, especially in common areas.
- Alcohol: Alcohol consumption is only allowed in designated areas and during specific events.



FACILITIES

- Restrooms
- Complimentary Wi-Fi is available.
- Ample Parking



EVENT SETUP

- Included Equipment: Tables, chairs, microphone, speaker, and projector are available for use.
- Seating Capacity: The event center can accommodate up to 100 people.



NOT INCLUDED

- Decoration
- Drinking water bottles
- Table or Chair Cloths
- DJ Setup
- Chafing dishes & Cutlery



ONBOARDING DETAILS

- Onboarding for event setup and decoration will begin 2 hours prior to the event.



SAFETY

- Emergency Exits: Please familiarize yourself with the location of emergency exits.
- First Aid: A first aid kit is available at the front desk. For emergencies, dial 911



CLEANLINESS

- Trash: Please dispose of all trash in the provided bins.
- Damage: Report any damage to facilities or equipment to the front desk immediately.