

Acorn Event Management

Acorn Event Management offers everything needed to make any event a success. Our venue stands ready to transform your wedding, private party or business gathering into a truly memorable event. Our venue is indoor and non-smoking.

THE VENUE

The Park Ballroom: The Park Ballroom is located in the heart of historic Downtown Paso Robles. We invite you to step back in time to the early 1900's while enjoying the most modern of amenities. Almost 100 years later, fully renovated to current expectations, the Park Ballroom offers a vintage vibe with modern amenities. The Ballroom has a capacity of up to 216 people for Banquet seating and over 300 people for Theater seating. Surrounded in warm alder wood wainscoting with the original maple stage and dance floor, the space can be as large or as intimate as you desire. The full service kitchen is the perfect area for preparation of anything from coffee and croissants to a fully catered, eight course dinner. Beverages can be served from our bar area that will accommodate two bartenders. Guest restrooms are finished in Italian Limestone and Travertine floors with Imported Granite counter-tops. An additional space is available for many uses such as a bridal dressing area, coat check room or conference room.

PRICING

Venues can be rented for weddings, special events, business conferences and or private parties.

- For group sizes of 50 or less: \$2,500.
- For group sizes of 51 to 100: \$3,500.
- For group sizes of 101 to 200: \$4,000.
- For group sizes of 201 to 250: \$4,500.
- Wedding Ceremony additional \$1,500.00

* Special Weekday Rates, Off-season, & Non Profit Rates Available.

What this includes:

- Use of facility and amenities (stage, sound system, bar space, kitchen, etc.)
- Use and set up of tables and chairs
- One security guard (if required)
- Cleaning fee
- All place settings (excluding glassware)
- One AEM employee/associate on site the day of event
- One hour ceremony rehearsal the evening before the event, if required

TIMES

The venues are available Monday through Sunday from 8AM to 11PM for rental. Rental prices listed above come with a total of 8 hours. Additional hours may be available at \$250.00 per hour. No time will be available past 11PM unless upon special request and approved by Management. You will also have one hour to perform your rehearsal walk through the night before your event. If you would like to have your rehearsal dinner at one of our venues, you must reserve it in advance in order to confirm availability and there will be a \$250.00 per hour fee.

AVAILABLE ITEMS

Tables and Chairs

These items are included with your rental of Facility for use during your event. These items are provided in their AS IS condition. You are advised inspect the items well in advance for event to determine whether they are suitable for your intended use.

- 24 – 60” Round tables
- 15– 6' Rectangle folding wood tables
- 15 – 8' Rectangle folding wood tables
- 15 – 8'x18” Conference tables
- 1 – 4' Classroom style Tables
- 8 – Cocktail Tables or Bistros
- 180 – Warm Alder Wood with cushion seat and back chairs

Also Available With Rental of Facility:

Beverage Service Area (Bar)
House Sound System with wireless mic.
Place Settings*

*Place settings vary and are available up on request

COORDINATION

Acorn Event Management, LLC (“AEM”) does not supply a wedding/special event coordinator/planner during your event. If you are looking for a wedding/special event coordinator/planner, AEM has recommendations available, including an onsite planner. Please contact AEM for fees and terms applicable to event coordinator/planner for hire. There will be an AEM employee or associate on hand during the event to ensure the proper use of the venue only. We highly recommend you hire a coordinator to ensure that your event runs exactly as you planned it.

INFORMATION

Booking & Deposits: To confirm your booking, we require a signed copy of the contract, the security deposit, and fifty percent (50%) of the estimated event cost. The full balance is due no later than 14 days before the event. Any “day of” costs and expenses (additional rentals, time coverage, etc.) are due and payable immediately upon completion of the event.

Security Deposit: A security deposit in the amount of \$500.00 must be received by AEM in order reserve the venue. The Security Deposit is fully or partially refundable provided that the venue is returned to the same condition it was prior to the event. In the event of damage or if you incur any other charges or fees which are not timely paid, all or a portion of the Security Deposit may be retained to cover this expense. Any unused portion of the Security Deposit will be refunded to you within 14 days after date of event.

Payments: We only accept cash or check. Make checks payable to “Acorn Event Management, LLC.”

Alcohol & Beverages: We allow you to serve beer, wine and liqueur with no corkage fees. If alcohol will be served, the caterer or bartender is responsible for procuring an ABC License, and for compliance with all state and local laws governing the serving and consumption of alcohol at the venue. For more information, contact AEM.

Entertainment: We welcome outside musicians and other entertainment specialists to our site.

Security: Security is required at all events held at the venues. One security guard is included with rental fee if it is required for your event. We may request additional security guards if they feel there is a need, such as if there are 150 people or more. If so there is a \$25.00 per hour fee for the additional guard.

CONTACT INFORMATION

Acorn Event Management (Office)
1232 Park Street Suite 200, Paso Robles, Ca
PO Box 44, Paso Robles, Ca 93447
parkballroom@acorneventmgt.com
T: (805) 238-5042
F: (805) 238-3563

Ashley Lorenz (Booking & Events)
ashley@acorneventmgt.com
(805) 238-5042 ext. 10
(805) 471-3848

Debbie Lorenz (Owner)
debbie@acorneventmgt.com
(805) 238-5042 ext. 11

We look forward to helping make your event extra special!

