



City of Colleyville Colleyville Center Advisory Committee Agenda

City Hall
100 Main Street
Colleyville, Texas 76034
817. 503.1000
www.colleyville.com

Monday, May 9, 2022
5:30 p.m.

Colleyville Center
5301 Riverwalk Drive

- 1. CALL TO ORDER**
- 2. APPROVAL OF MINUTES**
November 15, 2021 & February 21, 2022
- 3. REGULAR AGENDA ITEMS**
 - 3a** Fiscal Year 2022 Update
 - 3b** Venue Comparison Discussion
 - 3c** Discussion of Items for Future Agendas
- 4. ADJOURNMENT**

I hereby certify this agenda was posted on City Hall bulletin boards May 5, 2022 by 5:00 p.m.

Leslie Hill
Colleyville Center Manager

A quorum of the Colleyville City Council and/or any other Colleyville Board, Commission, or Committee may be in attendance at this meeting.

Any matter on this agenda may, at the discretion of the governing body, be opened for public comment and discussion.

If you plan to attend this public meeting and have a disability that requires special accommodations, please advise the Colleyville Center Administrative Assistant at least 48 hours in advance at 817.503.1330, and reasonable accommodations will be made to assist you.

**COLLEYVILLE CENTER ADVISORY COMMITTEE
FY 2022 – 1st QUARTER MEETING
November 15, 2021
MINUTES**

Present: Jerome Davis, Judith Goodwin, Jeremy Tallo, Fred Mills, Paul Vigiletti, Julie George, Alex Thomas, Darla Dennison, Center Manager Leslie Hill, Center Event Specialist Kristi Isbell

Absent: Louis Miller, Athena Wiginton,

1. **The meeting was called to order at 5:30 p.m.** by Kristi Isbell (due to absence of Chair and Vice-Chair.
2. **The minutes were approved as written for Q4 2021 (August 16, 2021).**
 - a. Julie George motioned for approval of August 16, 2021 minutes.
 - b. Motion seconded by Darla Dennison with no dissension.

3. **Regular Agenda Items**

- a. Election of Chair and Vice-Chair:

Staff and Committee shared tribute in honor of the 20 year service of Chair Mark Johnson. Due to the vacancy of his position, an election of chair and vice-chair was held by ballot with Jeremy Tallo as Chair and Fred Mills as Vice-Chair. Darla Dennison motioned to approve the chair elections and Paul Vigiletti seconded with no dissension.

- b. FY21 Review:

Staff provided information and a presentation on the Center's performance for FY21, including a cost recovery of 76%, an increase from FY20. Staff reviewed each revenue segment (business, resident, non-profit) and highlighted the overall increase of 26%. Fred Mills questioned the reason for resident use to be low compared to overall use. Staff explained that resident population is smaller percentage compared to broader base of clients. Staff also explained that true business segment has been slowest to return and cited various reasons (virtual training, marketing and political perspectives, etc). Jeremy Tallo suggested reaching out to previous business clients with photos and reminder of spacing available within Center.

Staff provided an update on operations including the receipt of 300 new chairs and two new floor scrubbers; work on new software conversion and venue comparison / analysis; installation of holiday lighting; and, flexing staff schedules for work efficiencies and labor cost savings.

- c. Discussion of Items for Future Agendas:

Staff provided additional dates for Colleyville Center Advisory Committee meetings: February 21, 2022, May 16, 2022, August 15, 2022, and November 14, 2022.

4. **The meeting was adjourned at 6:06 p.m.** The next meeting is tentatively scheduled for Monday, February 21, 2022.
 - a. Julie George motioned for adjournment.
 - b. Motion seconded by Darla Dennison with no dissension.

COLLEYVILLE CENTER ADVISORY COMMITTEE
FY 2022 – 2nd QUARTER MEETING
February 21, 2022
MINUTES

Present: Jerome Davis, Jeremy Tallo, Paul Vigiletti, Darla Dennison, Center Manager
Leslie Hill, Center Event Specialist Kristi Isbell

Absent: Louis Miller, Athena Wiginton, Judith Goodwin, Fred Mills, Julie George, Alex
Thomas

1. **The meeting was called to order at 5:36 p.m.** by Chair Jeremy Tallo.
2. **No quorum present.** Minutes for Q1 2022 (November 15, 2022) will be presented for approval at the next meeting.

3. **Regular Agenda Items**

a. Fiscal Year 2022 Update:

Staff provided information and a presentation on the Center's performance for FY22, including a cost recovery of 72%.

Staff distributed survey of area venues and requested Committee's review and feedback on rate structures, offerings, and policies that could be considered for the Colleyville Center.

Staff provided an update on operations including photos of new venue chairs and changes in operations and weekend staffing.

b. Advisory Committee Term Expirations:

Staff provided a reminder, for committee members with expiring terms in March 2022, to reapply, if desired. Discussion ensued regarding the need for appointees through the Colleyville Rotary Club and Chamber of Commerce.

c. Discussion of Items for Future Agendas:

Staff provided additional dates for Colleyville Center Advisory Committee meetings: May 9, 2022, August 15, 2022, and November 21, 2022.

4. **The meeting was adjourned at 5:50 p.m.**



City of Colleyville Colleyville Center Advisory Committee Agenda Briefing

City Hall
100 Main Street
Colleyville, Texas 76034
www.colleyville.com

Agenda Number 3a	Agenda Date 5/9/2022	Number
Type Regular Agenda Items		
Department Colleyville Center		

Title

Fiscal Year 2022 Update

Explanation

Staff will provide an operations and performance update.

Attachments



City of Colleyville Colleyville Center Advisory Committee Agenda Briefing

City Hall
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Agenda Number 3b	Agenda Date 5/9/2022	Number
Type Regular Agenda Items		
Department Colleyville Center		

Title

Venue Comparison Discussion

Explanation

Staff and Advisory Committee will discuss the Venue Comparison Study (distributed at the February 2022 meeting and via email) and share feedback and recommendations for future planning.

Attachments

1. Venue Comparison Nov 2021

VENUE COMPARISON

Venue	Colleyville Center	Location 1	Location 2
Address Phone Email	5301 Riverwalk Drive Colleyville, TX 76034 817-503-1330 ccevents@colleyville.com	Harrison Ballroom 5950 Park Vista Circle #150 Fort Worth, TX 76244 817-928-4286 info@theharrisonballroom.com	Sky Creek Ranch Golf Club 600 Promontory Dr Keller, TX 76248 817-498-1414 www.skycreekranch.com
Contact Person	Becky Alexander		Keaton Dixon
Location	Located in DFW Mid Cities 10 mi from DFW Airport	North Ft Worth/Keller area	Keller
Style	Free Standing Event Facility Wedding/Social/Corporate/Civic	Free standing event venue	Golf course clubhouse
Special Features	Entire Building for Your Event Only Indoor and Outdoor Ceremony and Reception Areas Palladian Windows Manicured Landscape Views	Lighted outdoor patio cocktail area	Highest elevations in Tarrant County
Capacity	200	300	150
Rental Fee	Entire Facility: Sat \$3,000 Fri-Sun \$2,500 Outdoor chair set up \$300 add on Additional Time \$250 per hour	Saturday: \$4,500 Friday: \$3,500 Sunday-Thursday: \$2,500	Saturday pricing: \$5,000-\$6,500 depending on number of people; subtract \$500 for non Saturday packages plus sales tax
Deposit	Refundable \$1,000	\$500 refundable	\$500 (goes towards final balance)
Changes	Changes Can be Made Up To 1 Week Prior to Event	doesn't specify	Staff onsite
Cancellation	Any Cancellation of Weekend Event forfeits full \$1,000 deposit Less than 120 days Forfeits All Monies	No refunds if cancelled	Depending on time of cancellation 25 – 100% off all payments will be forfeited.
Hidden Costs	No Additional Gratuities or Taxes Cleaning Fees Charged if the Building is not Left in Good Condition Upon Exit	Any damages that exceed the amount of the deposit shall be the responsibility of the person financially responsible for the event	Cost increases due to present commodity prices, labor costs, taxes or currency values.
Time Frame	10 Hour Use of Facility	12 hour full day rental	9 hour rental
Other Options and Services Not Included in Price	Pipe and Drape – black or white Colored Up-Lighting	Decorations, centerpieces, margarita machine, photo booth, much more.	Chivari chairs, table runners, aisle arch, ceiling drapery, floor length linen or black linen, specialty napkin, charger plate

Does Venue Require In-House Catering or Bar service?	Catering: No Catering Service Bar service: No Liquor Service	Catering: no Bar service: yes	Catering: yes Bar service: yes
Catering	Outside Catering and Self Catering Allowed, \$2 per person Food Service Fee	No catering restrictions	Catering through Sky Creek only with the exception of wedding cake
Alcohol	You are Allowed to Bring in Your Own Alcohol with No Additional Fees Client is Responsible for TABC Licensed Bartender & Security Officer	You may bring in own alcohol but must use The Harrison Ballroom's contracted TABC certified bartender to serve ALL alcohol. \$40 per hour with 4 hour minimum. Events over 125 people require 2 bartenders.	All food and beverage through Sky Creek only
Décor	You May Hire Your Own Planner/Designer/Decorator Or, Do It Yourself Candles in Votive and Hurricane Containers are Allowed	Provide your own or Harrison Ballroom has some available for additional fees.	Bring in your own or rent
Photography	No Photography Restrictions	Rental includes access to venue for engagement and bridal portraits.	Access to golf courses for bridal portraits or engagement photos
Entertainment	You May Hire the Entertainment of Your Choice Our Policy Allows for a Standard Decibel Level of 90 We Reserve the Right to Refuse Inappropriate Entertainment	Does not designate	Does not designate
Dancing	Adequate Space for a Large Dance Floor	Does not designate	There is a dance floor
On Site Staff	A Dedicated Staff Person is Always on the Premises the day of Your Event to Ensure Safety, Open and Close the Building and Provide Direction to Vendors and Guests as Needed	Onsite facility manager day of; day of coordinator available for extra fee.	Service staff work the event
Security	A Security Officer is Required for All Weekend Events and Events with Alcohol or at the Manager's Discretion Client is Required to Pay the Security Officer the Day of the Event at \$50 per hour	Required for events with alcohol; Fort Worth Police Officer; must be present from time bar opens til end of rental	Not required but you can if you want
Restrictions	No Taper Candles, Rice, Confetti, Glitter, or Sparklers		No bird seed, glitter, confetti, rice; nothing affixed to the walls

What time can we and our vendors enter to set up?	10 Hour Use of Building Vendor Set Up, Deliveries and Breakdown Must be Within the Allotted Contract Time	12 hour full day rental – set up time at rental beginning time per contract	Set up access at least 3 hours prior to ceremony																																																																																																																																																																		
Cleanup Requirements	Remove Everything You Brought Into the Building, Take Out All Trash, Clean and Mop All Food Service Areas	Client, guests and all items not being discarded must be exited from facility at rental ending time.	Event staff is present																																																																																																																																																																		
Staff	Our Event Professionals will Guide and Assist You in the Logistics and Planning of Your Event at the Center Ranging From Room Layout to Vendor Suggestions and Any Concerns You May have on Organizing your Event at the Colleyville Center		Golf Club provides staff for events																																																																																																																																																																		
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VENUE COMPARISON

Venue	Location 3	Location 4	Location 5
Address Phone Email	The 4 Eleven 411 S Main St Fort Worth, TX 76104 817-720-7373 The4eleven.net	JM Prosperity Farm 6150 Allred Rd. Argyle, TX 76226 940-220-0058 www.jmprosperityfarm.com	The Marq - Legends Hall 285 Shady Oaks Southlake, TX 76092 817-748-8900 Sales@themarqsouthlake.com
Contact Person	Karl Marshall – GM/ Emily Simpson Vestal	Jan Hughes	Emily Wood
Location	Historic south Main St – Fort Worth	Argyle, TX south of Denton in Denton County	Southlake
Style	Restored warehouse from the 20's	Rustic yet elegant Barn Venue	Upscale city owned facility
Special Features	Garden Patio/historic industrial vibe	On 100 acre horse farm/outdoor space	Use of different spaces depending on rental package
Capacity	350	150	300
Rental Fee	Saturday rate ranges from \$6,800-\$7,800 Friday/Sunday range - \$5,800 - \$6,800 Monday – Thursday - \$400-500 per hour with a 3 hour minimum	Saturday: \$4,500 Friday: \$4,000 Sunday: \$3,800 Monday – Thursday: \$3,500	Rates depending on package and rental time: Friday/Saturday: \$ 4,500 - \$ 12,000 Sunday-Thursday: \$ 2,950 - \$ 12,000
Deposit	\$1,000 refundable	\$700 NON refundable	\$1,000 refundable
Changes	\$1,500 change fee associated with postponements	Prices subject to change at any time	One opportunity to reschedule an event – new deposit required. Multiple reschedules will not be granted.
Cancellation	More than 90 days prior to event loses the rental deposit; less than 90 days full rental fee is retained but damage deposit is refunded.	Not specified	Deposits are non refundable and non transferable; full rental fee will be applied to a new event date if it falls within 180 days of the original date.
Hidden Costs	\$250 kitchen usage fee; day of insurance policy of at least \$1,000,000	Day of insurance policy required	If damages occur, venue will retain deposit as long as necessary to determine additional costs. If repair cost exceeds deposit amount, lessee will be billed for additional charges.
Time Frame	11 Hour Use of Facility	12 hour full day rental	6-14 hour rental blocks available
Other Options and Services Not Included in Price	Venue can assist with rental items including arranging services and passing on the charges.		Many options of additional services available depending on which wedding package you choose. Ex. Custom GOBO, golf cart service, complimentary drink/snack for wedding party

Does Venue Require In-House Catering or Bar service?	Catering: No Catering Service Bar service: No Bar Service	Catering: no Bar service: no	Catering: no Bar service: no
Catering	Outside Catering and Self Catering Allowed as well as Food Trucks	No catering restrictions	Any food service must be provided by licensed caterer or restaurant. Any caterer not on preferred list must provide proof of insurance.
Alcohol	You are Allowed to Bring in Your Own Alcohol with No Additional Fees Client is Responsible for TABC Licensed Bartender or venue will assist with arranging a bartender	You may bring in own alcohol but must use their Bar Services vendor.	If alcohol is provided by a bar service vendor, alcohol sales or cash bars are allowed. Lessee may also provide own alcohol. All alcohol must be served by a TABC certified bartender
Décor	You May Hire Your Own Planner/Designer/Decorator Or, Do It Yourself Candles in Votive and Hurricane Containers are Allowed	Provide your own. Farm provides arbor for indoor ceremonies and arch for outdoor ceremonies.	Provide your own. Centerpieces included in rental.
Photography	Photo shoots allowed with prior arrangement with additional fee	2 hours for pre-wedding bridal portrait (can use one of the farm's horses) by appointment.	3 hour engagement or bridal portrait on property is included in some wedding packages. Legends Hall may request copies of photos from photographer for marketing.
Entertainment	You May Hire the Entertainment of Your Choice – DJ and live bands are allowed	Does not designate	
Dancing	Adequate Space for a Large Dance Floor	Does not designate	There is a dance floor
On Site Staff	On site supervisor is present during event. The 4 Eleven handles all set up and break down of tables and chairs.	1-2 venue staff will be available from the time your event starts until the venue is locked up.	Lessee responsible for service staff; Legends Hall will have staff present; any city employees may enter facility at any time
Security	The 4 Eleven hires and passes along the cost of an off duty police officer to monitor weekend events. Weekday events must hire own security if serving alcohol and guest count is 100+. \$55/hour	Required – must use their security vendor	Required for after hours events and any event exceeding 150 guests. Must be present once alcohol service begins until end of rental.
Restrictions	No glitter, confetti, stickers or silly string. Rose petals, rice, bird seed and/or sparklers may be used outside the facility and must be cleaned up after the event. No open flames.	Not specified	No glitter, rice, bird seed, streamer poppers, loose sequins, artificial snow, faux rose petals or confetti allowed. Real or live Christmas trees and straw/hay bales are prohibited.

What time can we and our vendors enter to set up?	Your setup time starts at the time of your contracted rental time.	Not specified	Not specified																																																																																																																																																																		
Cleanup Requirements	All rentals, personal items, and anything else brought in must be removed the night of. You or your caterers/vendors are responsible for collecting all trash from the facility and disposing of it in the dumpster.	Not specified	Legends Hall provides normal custodial services including venue equipment set up and break down for each event and removal of trash during event. Lessee cleans any tables of any debris or food.																																																																																																																																																																		
Staff	On site supervisor during event; 4 eleven staff will transition room between ceremony and reception; vendor walk thrus are available by appointment only.	Venue staff present during event	Facility staff are present during events																																																																																																																																																																		
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VENUE COMPARISON

Venue	Location 6	Location 7	Location 8
Address Phone Email	Montclair 6504 Colleyville Blvd 76034 682-800-6780 Montclair.dfw.com brooke@montclairdfw.com	Paradise Cove at Lake Grapevine 3029 Midway Rd Southlake, TX 76092 817-329-1668 Paradisecovetx.com	Dalmore Event Venue 4301 Fossil Creek Blvd Ft Worth, TX 76137 817-809-8887 info@Dalmorefossilcreek.com
Contact Person	Brooke Millis		Dani Edford
Location	Colleyville	Lake Grapevine/Southlake	North Ft Worth
Style	Modern ballroom with chapel	Lakeside venue	Golf Course adjacent venue
Special Features	Diamond back chiavari chairs	Gazebo ceremony site	Indoor/outdoor ceremony; large windows overlooking golf course
Capacity	250	200	220
Rental Fee	Saturday: \$ 6,995 - \$ 9,400 - Based on which package you choose Friday & Sunday: \$ 6, 100 Monday – Thursday: \$ 3,500-\$ 4,750	Up to 150 guests: \$5,000 151-200 guests: \$5,500	Saturday: \$5,900 Friday/Sunday: \$4,900 Monday-Thursday: \$4,000 Sunrise: Saturday-\$4,000; Sunday-\$3,500
Deposit	50% of rental amount	\$500 refundable cleaning/damage deposit	50% of room rental – due upon signing
Changes			
Cancellation			
Hidden Costs	Dance floor: \$1,250	\$300-\$500 + tax fee charge to outside catering companies depending on if they use kitchen	\$500 cleaning fee
Time Frame	6 – 15 hours depending on day & package	12 hours	8-10 hours
Other Options and Services Not Included in Price	Cleaning fee: \$500; lighting options: \$300-\$750; Photo booths:start at \$850; stages for bands: start at \$750	Linen package upgrade - \$1200 + tax – room set with white linens, napkins, place setting, staff to wash dishes, barware, beer/wine cooler and 2 keg taps Day of Coordinator Upgrade - \$1,250 – coordinator services before and day off including rehearsael, help with décor, use of vases/décor items, use of easels, use of table numbers, cake cutting, use of outdoor sound system, candles	Lighting options: \$50-\$750; Photo Booth: starting at \$850

Does Venue Require In-House Catering or Bar service?	Yes to in house catering	no	yes to in house catering
Catering	In House buffet, food stations or plated–includes place setting, flatware, glassware	Outside allowed with fees	Plated dinner, buffet & food stations
Alcohol		Client provides- must use their bartender – incurs additional fees; no cash bar unless using an outside alcohol catering company that has valid permits; security required	Client can bring in alcohol but must be served by licensed and insured bar vendor.
Décor	Bring your own	Some available for additional fees or do your own	Nothing can be hung on walls, no duct tape can be used in set up
Photography	Many photo opportunities	Allowed	Doesn’t specify
Entertainment	Your choice	Your choice	Doesn’t specify – sound system w/mics and projection available
Dancing	Dance floor is additional fee	Not specified	Doesn’t specify
On Site Staff	Present at event	Present – option to upgrade rental to include coordinator	Staff is present
Security	Required – hourly rate	Required with alcohol – Grapevine PD – hourly rate	Required - \$240 - \$60 each additional hour over 4
Restrictions	No details	No floral centerpieces	No sparklers, fireworks or confetti
What time can we and our vendors enter to set up?	Beginning of rental time	Beginning of rental time	Beginning of rental time
Cleanup Requirements		Catering staff must remove trash and clean kitchen if they use it	
Staff	Catering staff present	If purchasing linen and coordinator upgrades you can hire their servers which allows a “drop off” catering service. \$25 per hour with 4 hour minimum per server.	Catering staff present
Included or Extra Fee...	Incl Extra tables & chairs ☒ _____ buffet tables ☒ _____ cake tables ☒ _____ layout setup ☒ _____ wet bar ☐ _____	Incl Extra tables & chairs ☒ _____ buffet tables ☒ _____ cake tables ☒ _____ layout setup ☒ _____ wet bar ☐ _____	Incl Extra tables & chairs ☒ _____ buffet tables ☒ _____ cake tables ☒ _____ layout setup ☒ _____ wet bar ☐ _____

	dance floor ☐ __yes__	dance floor ☒	dance floor ☒
	free parking ☒	free parking ☒	free parking ☒
	handicap access ☒	handicap access ☒	handicap access ☒
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	coat room ☐	coat room ☐	coat room ☐
	A/V ☐	A/V ☐	A/V ☒
	linens ☐ __yes__	linens ☐ __yes__	linens ☐
	chair covers ☐	chair covers ☐	chair covers ☐
	place settings ☒	place settings ☒	place settings ☒
	cake cutting ☒	cake cutting ☐ __yes__	cake cutting ☐
	wait staff ☒	wait staff ☐ __yes__	wait staff ☒
	custodians ☐	custodians ☐	custodians ☐

VENUE COMPARISON

Venue	Location 9	Location 10	Location 11
Address Phone Email	Century Hall 901 Houston St Ft Worth, TX 76102 817-600-0541 Thecenturyhall.com	Hidden Gardens 8229 Jacksboro Hwy Ft Worth, TX 76135 817-875-3273 www.hiddengardensevents.com	The Laurel 2040 Enchanted Way Grapevine, TX 76051 817-617-7400 www.thelaureltexas.com
Contact Person		Shelly King	Hannah Welborn
Location	Downtown Fort Worth	Northwest Ft Worth	Grapevine/North of DFW Airport
Style	Modern industrial urban loft space	Historic stone home	Hill country inspired retreat
Special Features	Vintage tin ceilings, original hardwood floors	Built in large historic bar; covered patio	Guests feel miles away but still close to DFW conveniences – in between Dallas & Ft Worth Outdoor patio
Capacity	240	150	300
Rental Fee	Saturday: \$6,500 - \$8,200 Friday & Sunday: \$5,250 - \$6,000 Monday – Thursday: \$3,250 - \$4,000 Depending on which package you choose Elopement Ceremony only package: \$2,500	Saturday: \$5,000 (12 -11 pm) Friday: \$4,500 (12–11 pm) Sunday: \$4,000 (12-10 pm) Monday – Thursday: \$2,000 (4-10 pm) 25% off during July, August, December & January	Ranges from \$4,500 - \$11,500 Reception pricing varies by season and evening of the week selected
Deposit	50% of rental amount	\$500 refundable damage deposit	\$1,000 refundable
Changes	Doesn't specify	Doesn't specify	Doesn't specify
Cancellation		Allowed one date change with no less than 90 days notice or if you cancel altogether there are no refunds.	All payments are non-refundable with the exception of the security deposit.
Hidden Costs	Cleaning fee - \$500	\$250 set up/clean up fee is required (non-refundable)	Beverage minimum required
Time Frame	4 – 15 hours depending on day & package	6-11 hours depending on day 1 hour rehearsal during the week	12 hours
Other Options and Services Not Included in Price	Lighting options: \$500-\$750; Photo booths:start at \$850; colored and specialty linens	Multiple decorations and other items available to rent for additional fees	Additional hours available at \$500 per hour

Catering	In House buffet, food stations or plated	Outside allowed	Buffet menus being at \$50 per head; Plated menus being at \$60 per head; Custom menu pricing for stations, family style, etc. Holiday pricing may vary																																																																																										
Alcohol	Through in house caterer	Client provides- must use their bartender – security required	Bar options – all packages include a champagne toast for guests, bars, TABC certified bartenders, and bartender gratuities. Also may work with guests to design a custom bar package if desired.																																																																																										
Décor	Bring your own	Some available for additional fees or do your own																																																																																											
Photography	Many photo opportunities	Venue and grounds for engagement and bridal photo sessions																																																																																											
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Dancing	Not specified	Not specified	Doesn't specify																																																																																										
On Site Staff	Present at event	On site manager to oversee facility	Day of coordinator/wedding planner																																																																																										
Security	Required – \$240	Required with alcohol	Required when alcohol is served																																																																																										
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VENUE COMPARISON

Venue	Location 12	Location 13	Location 14
Address Phone Email	Royal Affairs Ballroom 140 E. Main St. #103 Lewisville, TX 75057 972-221-6565 Info @royalaffairs.com	Mill Street House 322 N. Mill St. Lewisville, TX 75057 972-966-6455 Themillstreethouse.com info@themillsthouse.com	The Bowden 1775 Keller Pkwy Keller, TX 76248 817-379-1775 info@thebowden.org
Contact Person	Sherry 972-693-3393	Shannon Bogan	Shelly Kitchens
Location	Downtown Lewisville	Downtown Lewisville	Keller – centrally located DFW Metroplex
Style	Historic downtown building	Old Town Lewisville	First class event venue
Special Features	Antique ceiling tiles, rooftop ceremony and reception space for 60	Restored 1940's home – indoor/outdoor event venue- unique flexible space	Floor to ceiling windows, high ceilings, crystal chandeliers, private patio overlooking pond
Capacity	125-350	35 indoor; 120 combined with outdoor	Chapel seats 271; ballroom up to 550
Rental Fee	Saturday: \$7,500-12,000 (up to 125 guests) Friday : \$6,500 -10,000 (up to 125 guests) Sunday - Thursday: reduced rates Depending on which package you choose Rooftop only Sun-Sat all day starts at \$750	Saturday: \$5,000 (12 -11 pm) Friday: \$4,500 (12–11 pm) Sunday: \$4,000 (12-10 pm) Monday – Thursday: \$2,000 (4-10 pm) 25% off during July, August, December & January	Ranges from \$2,000-\$10,000 depending on package and day of the week Reception pricing varies by season and evening of the week selected
Deposit	\$1,000 + \$500 refundable damage deposit \$1,000 applied to rental payment	To reserve required non refundable retainer equal to ½ of total fee + \$150 refundable security deposit	25% at contract 50% 90 days later 25% 90 days before due date
Changes	Not specified	Not specified	Final guest count 14 days prior to event date
Cancellation	Didn't answer	Not specified	All payments are non refundable and non transferable
Hidden Costs	Pricing based on 125 guest count – can customize packages for up to 350 guests	Staff @ \$25 per hour per staff member required for events with more than 50 people	Day of bridal attendant required \$600-800
Time Frame	All day access	½ day is 8AM-4PM or 4PM-12A Full day is 8 AM – 12 AM	Depends on what package you choose
Other Options and Services Not Included in Price	Customizable projector screens	Not applicable	Arch, gold Chiavari chairs, cross, white dance floor, green wall, wood dance floor

Does Venue Require In-House Catering or Bar service?	Vendors are all in house	In house catering or Bar service not available	yes to both Food and Beverage minimums required: Monday – Thursday: \$10,000 Friday/Sunday: \$15,000 Saturday: \$20,000
Catering	All in house – passed appetizers, carving station, buffet style dinner, wedding cakes with deluxe package included	Client responsible for catering	All in house – several packages available
Alcohol	Bar service available	Alcohol is allowed – no additional fees TABC bartender only required for liquor Self serve beer and wine is allowed	Different bar packages
Décor	Chiavari chairs, linens, centerpieces, china, silverware, stemware all included	Client responsible – no decoration restrictions unless it will cause damage	Not included but some available for additional rental.
Photography	Your choice	Not specified	Portrait time included with wedding packages
Entertainment	DJ included with deluxe package	Venue includes cornhole game, outdoor stage and lighting, music system indoor and outdoor, outdoor Bluetooth speakers, smart TV's indoor and outdoor	Gaming station in groom's suite; all wedding packages include use of all A/V capabilities
Dancing	Large dance floor	Not specified	Dance floor included in some packages
On Site Staff	Onsite facility manager	Required for larger parties	Catering team; banquet team; day of venue coordinator
Security	Security available	Event staff for 50+ people serves as security	Required for all events with alcohol or 150+ guests @ \$75 per hour per officer
Restrictions		3 hour minimum booking required during peak hours	Vendors are required to turn in proof of insurance forms 30 days prior to event. Max 3 hours combined planning details included in rental. Additional hours are available at \$40 per hour.
What time can we and our vendors enter to set up?	Beginning of rental time	Beginning of rental time	Beginning of rental time
Cleanup Requirements	Not specified	Staff will assist with cleaning and trash if present	Venue does
Staff	Wait staff present	Available for hire (required for larger parties)	Catering and banquet staff present
Included or Extra Fee...	Incl Extra tables & chairs ☒ _____ buffet tables ☒ _____ cake tables ☒ _____	Incl Extra tables & chairs ☒ _____ buffet tables ☒ _____ cake tables ☒ _____	Incl Extra tables & chairs ☒ _____ buffet tables ☒ _____ cake tables ☒ _____

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	wait staff	☒	_____
	custodians	☒	_____

VENUE COMPARISON

Venue	Location 15	Location 16	Location 17
Address Phone Email	Chandon Arbors 121 S. Elm St Keller, TX 76248 info@chandonarbors.com 817-576-2295	Feragne Villa Event Venue 755 Mid Cities Blvd Hurst, TX 76054 817-925-4847 info@myweddingvilla.com	Aristide Colleyville 77 Piazza Lane Colleyville, TX 76034 972-317-7464 slawson@waltersweddingstates.com
Contact Person	Ashlinn	Rita and Leo	Sarah Lawson
Location	Historic old town Keller Texas	Mid Cities (DFW)	Village at Colleyville
Style	Romantic, modern and stately	Modern Italian inspired rock/iron	Tuscan with ivy accents and awe inspiring architecture.
Special Features	Two outdoor patios with fireplaces and a waterfall feature. Outdoor ceremony space.	Outdoor patio space for cocktail receptions; All inclusive packages; 11 chandeliers	Crystal chandeliers, vaulted ceilings, towering windows, courtyard with string lights, water fountain and spiral staircase.
Capacity	200-300	220	275
Rental Fee	Saturday: \$ 8,100 Friday : \$ 6,400 Sunday: \$ 5,500	Saturday: \$5,200 All day Saturday evening only: \$4,500 – 4 ½ hours Friday evening: \$3,500 - 4 ½ hours Sunday evening: \$3,200 – 4 ½ hours Monday – Thursday: \$1,950 – 4 hours	Friday or Sunday: \$3,500 Saturday: \$5,500 Monday – Thursday: \$500
Deposit	30% non refundable	\$1,000 non refundable & non transferable	\$950
Changes	Can reschedule for no additional charge	Prices subject to change without notice until contract is signed with payment.	Rates are always subject to change; special rates on holidays
Cancellation	Nothing official but no refunds will be given		
Hidden Costs	A la Carte Amenities	Additional services	Service charges and sales tax
Time Frame	12 hours	4 – 12 hours	11 hours
Other Options and Services Not Included in Price	Day Of Coordinator Service; Up-lighting; send off packages; floral packages;	Uplights, “LOVE” table, royal wedding sofa, photo booth, pipe & drape, chair ties, chargers, event planning	3 levels of packages – can include exit vehicle at the top end
Does Venue Require In-House Catering or Bar service?	No	No With in house catering napkins and silverware are included	Yes to both

Catering	Preferred catering packages	In house or outside is allowed	In house only – 3 levels of catering packages																																																																																										
Alcohol	Alcoholic beverage packages	Provided by client or bar service vendor TABC bartender required - 2 for events over 100 people	In house only – 3 levels of beverage packages																																																																																										
Décor	Linens, table settings & décor rentals packages available	5 choices of linens, house centerpieces, display easels all included	All packages include linens, chargers, and house centerpieces																																																																																										
Photography	Use of venue for Bridal photo shoot	Preferred photographer	Two hours of portrait time prior to wedding date is included in rental																																																																																										
Entertainment	Groom suite with 2 bars, lounge area with TV and game table. Moveable TV's for client use during events.	Lighting/Sound systems available	All packages include DJ service																																																																																										
Dancing	yes	Tile floor can be used for dancing - no extra set up required for dance floor	Dance floor present																																																																																										
On Site Staff	On site venue attendant	yes	Coordinating services in all vendor packages																																																																																										
Security	Included in bar services package	Required at all events	Required																																																																																										
Restrictions	None specified	Preferred vendors	No outside catering services allowed																																																																																										
What time can we and our vendors enter to set up?	Beginning of rental time	Set up is 2 hours prior to event	Beginning of rental time																																																																																										
Cleanup Requirements	Done by venue	Staff will assist with cleanup	Last hour of rental time is clean up																																																																																										
Staff	On site venue attendant; coordinator available for additional fee	Present	On site catering, bar and coordinator present																																																																																										
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VENUE COMPARISON

Venue	Location 18	Location 19	Location 20
Address Phone Email	4forty events 440 Parker Square Flower Mound 75028 469-451-5117 info@4forty.events	Hidden Pines Chapel Hurst 1843 Precinct Line Hurst, TX 76054 972-317-7464 hurst@waltersweddingstates.com	Hidden Pines Highland Village 2380 Nelson Pkwy Highland Village 75077 972-317-RING highlandvillage@waltersweddingstates.com
Contact Person	Christina Aquirre	Sarah Lawson	Sarah Lawson
Location	Flower Mound	Mid Cities (DFW)	Highland Village
Style	Modern rustic	Light airy chapel/rustic elegant reception	Texas Hill Country inspired
Special Features	Turnkey venue; gazebo lawn area for outdoor ceremony/reception	Outdoor courtyard space	Austin stone and wood; 40' ceilings; grand staircase; walls of windows
Capacity	120 seated, 200 standing reception style	165	325
Rental Fee	Saturday: \$ 3,000 Sunday-Thursday: \$ 2,000	Saturday: \$3,500 Friday or Sunday: \$2,500 Monday – Thursday: \$250 Payment schedule specified	Friday or Sunday: \$ 3,500 Saturday: \$ 5,000 Monday – Thursday: \$ 1,000
Deposit	30% of venue rental	\$700 + 5% of rental fee	\$700 + 5% of rental fee
Changes	Rental balance due 14 days prior to event date.	Deposits are non-refundable and non-transferable	Deposits are non-refundable and non-transferable
Cancellation	If a cancellation the deposit is non-refundable unless having to cancel due to Covid.	Some monies will still be owed depending on timing of cancellation vs. event date per contract.	Some monies will still be owed depending on timing of cancellation vs. event date per contract.
Hidden Costs	Applicable if extra services arranged by venue, i.e. like valet parking.	Card payments incur 3% fee deducted from deposit after event	Sales tax and services charges apply
Time Frame	10 hours of venue access	11 hours	11 hours
Other Options and Services Not Included in Price	Can arrange valet parking	Uplights, photo booth, luxury exit vehicle in Elite package	3 levels of packages – can include exit vehicle at the top end
Does Venue Require In-House Catering or Bar service?	no	yes	Yes to both
Catering	Open vendor policy	In house- choice of 3 catering packages priced per person in addition to rental fee	In house only – 3 levels of catering packages

Alcohol	Preferred vendor if outsourcing bar; otherwise require TABC bartenders	In house – choice of 3 beverage packages priced per person in addition to rental fee	In house only – 3 levels of beverage packages
Décor	Not included	House centerpieces included in all vendor packages; floral with top 2 packages	All packages include linens, chargers, and house centerpieces
Photography	Open vendor policy – doesn't specify	2 hours of portrait time included in rental	Two hours of portrait time prior to wedding date is included in rental
Entertainment	Open vendor policy – doesn't specify	DJ services in all vendor package levels	All packages include DJ service
Dancing	Allowed	yes	Dance floor present
On Site Staff	yes	yes	Coordinating services in all vendor packages
Security	Only required if guest count exceeds 200.	Required at all events	Required
Restrictions	Candles must be in container taller than itself; no glitter or confetti cannons	In house catering/bar only	No outside food or drink
What time can we and our vendors enter to set up?	Beginning of rental time	Rental time includes 5 hours of set up	Beginning of rental time
Cleanup Requirements	Standard cleaning services are included. All vendors will be responsible for removal of all their own items. All décor must be removed.	Done by venue	Last hour of rental time is clean up
Staff	On site venue staff for set up and assistance	Always staff present	On site catering, bar and coordinator present
Included or Extra Fee...	Incl Extra tables & chairs ☒ _____ buffet tables ☒ _____ cake tables ☒ _____ layout setup ☒ _____ wet bar ☐ _____ dance floor ☐ _____ valet parking ☐ __yes____ handicap access ☐ _____ dressing room ☒ _____ coat room ☐ _____ A/V ☒ __yes____ linens ☐ _____ chair covers ☐ _____		

	place settings ☐ _____ cake cutting ☐ _____ wait staff ☐ _____ custodians ☐ _____	place settings ☒ _____ cake cutting ☒ _____ wait staff ☒ _____ custodians ☐ _____	place settings ☒ _____ cake cutting ☒ _____ wait staff ☒ _____ custodians ☒ _____
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City of Colleyville Colleyville Center Advisory Committee Agenda Briefing

City Hall
100 Main Street
Colleyville, Texas 76034
www.colleyville.com

Agenda Number 3c	Agenda Date 5/9/2022	Number
Type Regular Agenda Items		
Department Colleyville Center		

Title

Discussion of Items for Future Agendas

Explanation

This item allows for the discussion of items for future agendas and to advise of upcoming meeting dates: August 15, 2022 and November 21, 2022.

Attachments