



Cocktail Party Package

Sigmas Event Center is the perfect venue for your Cocktail Party Celebration! Our exceptional team provides 5-star services that will make your event a breeze and will ensure that you and your guests have a superior experience for your celebration. Our goal is to exceed your expectations and bring your vision to life!

Privacy, elegance, comfort, and customer service that is second to none – you'll find it all at Sigmas Event Center! Your guests will have an exceptional experience in our unique & relaxing space that is perfect for a cocktail party!





Package Inclusions

Package Price: \$39.95 Per Person (+ tax & service fee)

- **Your Choice of One Private Room:**
 - **Main Level: Alpha, Beta OR Chi Room; OR**
 - **Lower Level: Zeta Room; OR**
 - **Upper Level: Lambda Room**
- 4 Hour Private Venue Rental (includes setup, event, & cleanup time)
- Delicious Cocktail Menu
- Serving Staff
- On-Site Free Self-Parking
- Linens and House Center Pieces
- AV/Technology for Slide Shows
- Table/Chair Set-Up & Placement for Your Floor Plan

Chef-Inspired Hors D'oeuvres Menu:

Chef selected wedges and slices of domestic and imported, hard and soft cheeses

Gourmet crackers, local jams and varied mustards

Garnished with grapes, figs, seasonal fruits and fresh herbs

Hummus, spinach & artichoke dip

Tomato basil bruschetta

Greek chopped salsa

Pita bread and asiago cheese crostini for dipping

Please specify if you have any food allergies or dietary restrictions.

Package includes coffee, tea, water

Bar Service is BYOB (price does not include bartender)

35 guest minimum is required (120 guests maximum)

7% tax & 18% service fee are not included



Alpha Room

The Alpha Room is a spacious celebration area completed with 60" round, 6' rectangular, and/or 36" cocktail tables & padded banquet chairs. It is equipped with an 80" LCD projection screen & ceiling speakers with lapel or handheld microphone. This elegant room is perfect for a casual setting with cocktail tables throughout, or for sit-down dining that can fit up to 64 guests (8 round tables with 8 guests/table). If a DJ, additional spacing requirements, and/or food station(s) are added, this will limit the number of guests. The Alpha Room will give your cocktail party guests comfort and elegance for a perfect event!



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Beta Room

The Beta Room, adjacent to the Alpha Room and separated by 3 archways, is another spacious banquet area that is completed with 60" round, 6' rectangular, and/or 36" cocktail tables & padded banquet chairs. It is equipped with a 70" LCD projection screen for a slide/picture show. The Beta Room can fit up to 56 guests (7 round tables with 8 guests/table). If a DJ, additional spacing requirements, and/or food station(s) are added, this will limit the number of guests in this room. This is a perfect area for your next small to medium sized cocktail party!





Chi Room

The Chi Room, adjacent to the Beta Room, may be used for a small cocktail party with a portable bar, couch and oversized chair. Up to 4, 60" round tables for guest seating, or 7, 36" cocktail tables can complete this room. This is a perfect space for an intimate cocktail party and allows maximum comfort for up to 32 guests!



SIGMAS EVENT CENTER

Zeta Room

This gorgeous and spacious private room, located on the lower level, is completed with a beautiful built-in granite-top bar for seating 8 guests; and 10, 36" square intimate dining tables for seating 40 guests. Cocktail tables may also be used for a more casual and social setting setting. This 1000 ft² space is equipped with two bathrooms, and a 50" TV monitor for a slideshow or cable TV viewing. This hidden gem is a perfect room for private cocktail hour party and celebrations!





Lambda Room

The beautiful, boutique-like, relaxing and versatile room is an exceptional space that accommodates up to 20 guests. This gorgeous space is equipped with couch, bar and pub-table seating, 2 private bathrooms, and a 50" TV monitor. This warm and welcoming unique room is perfect for your guests to relax and enjoy your next intimate cocktail party!





Commonly Asked Questions

What is your catering and food policy?

This "all-inclusive" package is a pre-set menu*, using our preferred caterer, and no changes may be made to the caterer and/or menu. If you wish to have a custom menu and/or use your own caterer, please see our general "Special Events" packages which give you full flexibility for customizing your event (a different pricing structure applies).

*We may however have the need to substitute items based on availability and seasonality and will communicate any modifications to you!

Who provides the alcohol and beverages?

There is no sale of alcohol at Sigmas and no BYOB/bottle service is permitted by individual guests. Any wine, champagne, punch, or alcohol must be purchased by the host and served by a certified bartender. No exceptions. It is the responsibility of the customer to pay for a bartender and/or bartending package and provide host liquor liability insurance (the bartending company will already have this).

The host will purchase the desired "mixers" for the host-supplied alcoholic beverages (or use a bartending company that we may recommend).

We do not allow "shots" of alcohol; if alcohol will be served, then it must be mixed with a non-alcoholic beverage mixer.

How do you handle non-catering vendors and decoration?

We are not exclusive to any vendors however we are happy to make recommendations. You are permitted to use our house table and ledge decorations or bring your own; either way, you will be responsible for setting up all decorations within the allotted time rental.

Confetti, glitter, sparklers, rice throwing, dove/butterfly launch are not permitted.

Flameless candles are permitted; real candles may be permitted at the discretion of Sigmas' management team.

Certificates of insurance for vendors can be required at Sigmas' management's discretion.

Do you have a dance floor?

Sigmas does not have a stationary dance floor - all surfaces are wall-to-wall carpeting. You are welcome to rent a dance floor at your expense, but please discuss the sizes with us prior to securing your rental.

The rental company or customer will be responsible for setup/tear-down of the dance floor.



Commonly Asked Questions (cont'd)

Who is responsible for providing the staff and cleaning?

For our "all-inclusive" packages, Sigmas' will provide the necessary staff, through the caterer and/or staffing agency, to be on-site during your event to manage the facility including maintenance, bathroom stocking, major spills, and overall venue supervision. They will also manage the setup, buffet serving, & clean-up for your event.

In preparation for your event, our staff will setup the number of tables and chairs requested; and will put our linen tablecloths on the tables.

Our staff is not responsible for setting up customer supplied décor, dance floor, any centerpieces or other customer supplied materials; and is not responsible for outside vendor management.

Our staff does not include the bartender. It is the responsibility of the customer to hire a certified bartender (or a bartending company) to manage all aspects of bar setup, including glassware, mixers, ice, garnishes, etc.; and serving. We have recommendations for bartending companies to manage that service.

Sigmas is a BYOB facility, and the customer is responsible for purchasing their own alcohol.

What are your payment terms and pricing?

No dates are held without a non-refundable \$500 deposit.

50% of the remaining balance is due 45 calendar days from the date of the deposit.

The final balance is due 90 days from the date of the deposit or within 45 days of the event (whichever is sooner).

If the event is going to be executed prior to these date milestones, specific payment terms will be communicated.

All rentals must be paid prior to the event date; extra charges will be billed and due immediately for additional guests, damages, hours, etc.

The all-inclusive price is \$39.95/person plus 7% tax + 18% service fee. The customer is responsible for paying all fees for the bartending services.

Pricing packages may be changed at any time, without notice.

Pricing is subject to change for holiday dates. Contact us for a quote!



Commonly Asked Questions (cont'd)

Do you have on-site parking?

We offer free on-site parking for up to 45 cars (this includes staff, vendor, and guest cars). You can hire a valet service if you believe you will exceed our free parking lot limit. Cost of the valet is the responsibility of the customer, and the valet company will be required to provide a Certificate of Insurance.

What is your cancellation policy?

- a) If a Cancellation occurs at any time from the date of execution of this Agreement to 120 days prior to the Event Date, the cancellation fee will be equivalent to the initial deposit.
- b) If a Cancellation occurs from 119 days to 46 days prior to the Event Date, the cancellation fee is equivalent to fifty percent (50%) of the Estimated Total Cost.
- c) If a Cancellation occurs 45 days or less prior to the Event Date, the cancellation fee is equivalent to one hundred percent (100%) of the Estimated Total Cost, plus any documented cancellation fees, penalties or expenses incurred by Sigmas as a result of cancelling the services of any third-party vendor hired by Sigmas for purposes of the event.

In the unlikely event of a Cancellation by the customer for any reason and at any time, the non-refundable deposit received will be retained and not returned. No exceptions.