



## Sunset Station Fact Sheet

Historic Sunset Station was built in 1902 as the Southern Pacific Railroad Depot. Nestled in the historic St. Paul District of downtown San Antonio, Sunset Station offers a unique blend of culture, cuisine, and celebration!

### Catering

You can always find a remarkable menu at the Historic Sunset Station provided by our Executive Chef and talented staff, with elegant service and appetizing recipes perfect for weddings, parties, or corporate events. We have attached our Signature Menus for your review. Please note we are happy to customize a menu based on your event and culinary needs. We also offer vegan, vegetarian and ethnic entrees.

### Room Rental Fees

As part of our mission here at Sunset Station, our goal is to provide you with the highest level of service and quality in cuisine and beverages. Therefore, Sunset Station does not allow outside caterers and we do not have room rental fees. Instead, we have food and beverage minimum requirements that vary from venue to venue. Please ask your Sales Manager for these. Our standard event time for non-wedding events is four hours event time. In the event that your organization requires times beyond our 4 hour event time, they will be billed at a rate of \$1.50 per person per hour and will require an authorized signature on an Event Change Order.

### Parking

Parking is available for all events at a nominal cost of \$8.00 per vehicle. Four well-lit lots with over 1,000 spaces are available for your convenience and easy access to the location. Valet parking is also available upon request at an additional cost.

### Trolley

Experience an enjoyable combination of entertainment and transportation on the Sunset Station Trolley. The trolley is available at an additional cost to transfer up to 35 guests at a time to and from downtown hotels or within the Sunset Station area during times of inclement weather or for an enhanced experience.

### Unique Venues

Sunset Station has ten different, inspiring venues that can fit your need for almost any occasion. Featuring: The Depot (Buildings 1-4), The Crown (1&2), The Pavilion, Harrisburg, The Spire, and The Courtyard. Visit [www.sunset-station.com](http://www.sunset-station.com) for photos and venue information.





### **Staybridge Suites Hotel**

There is a place where you can be yourself in the roomy comforts of an all-suite hotel in the St. Paul Square, Sunset Station area. Located in the heart of downtown San Antonio, next to the Alamodome and walking distance from the famed Riverwalk and the Alamo.

### **Friendly Banquet and Event Staff**

As a part of your standard event package, Sunset Station provides a team of staff that assists with the set up, break down, clean up and service for each and every event. House Linens are provided, as well as, an array of themed décor available to add a special touch to your event.

### **Additional Fees**

Upon request, complimentary butler passed hors d'oeuvres service can be available with the purchase of any hors d'oeuvres packages.

- Butler Passers and Cocktail Servers required for any period between 30 minutes and 4 hours is at an additional cost of \$75.00 per passer/server.
- Bartender Fees are at an additional cost of \$150.00 per bartender. Sunset Station suggests one (1) bartender per one hundred (100) guests.
- Chef Attendant Fees are assessed as indicated on our Signature Menus for those action or chef stations requiring an attendant or Chef. Chef Fees are \$125.00 for the first two (2) hours of service. Each hour thereafter is at an additional cost of \$25.00 per hour.

### **Professional and friendly door greeters and in-house security are available all of our events.**

- Door greeters are provided at a cost of \$10.00 per hour (2 hour minimum requirement).
  - Security is provided at an additional costs based on event needs.
- Audio Visual, Production and Ancillary services are provided at additional costs. (Please see attached AV/Sound Pricing Sheet. Please discuss these with your Sales Manager.

There are many other wonderful services and amenities that make this an unforgettable destination: versatile meeting and venue space, wireless internet capabilities, phone lines in meeting spaces, in house audio visual department, certified meeting planners on staff, floral, décor and theme assistance, entertainment options and assistance, in-house culinary department and an award winning culinary and event planning staff.

To start planning your special event, please contact our sales office to schedule a site visit or a free consultation with one of our Catering Sales Managers.

