



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

Historic Sunset Station is proud to partner with Catering by Rosemary, a division of the RK Group, for all of your culinary and event needs. Catering by Rosemary brings over sixty years of catering experience and a well-earned reputation for excellence to every function.

Room Rental Fees

As part of our mission at Sunset Station, our goal is to provide you with the highest level of service and quality. Therefore, Sunset Station does not allow outside caterers. There are rental fees assessed in combination with food and beverage minimums for the use of each venue. Your Sales Manager will provide you with this information. Our standard event time for non-wedding events is four hours. 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. As part of your standard event package, Catering by Rosemary provides a team of staff that assists with the set up, break down, clean up and service for each event.

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 for photos and venue information.

All prices are subject to change, a 22% service charge and applicable sales tax.





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 River Walk and the Alamo.

Additional Fees

- 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.
- 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 discuss these with your Sales Manager.
 - A \$150 labor fee will be applied for guarantees of less than 50 guests.

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, 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.

