

W E L C O M E T O  
**THE URBAN SUITE**



**132 E. COLONIAL DR. SUITE 206, ORLANDO, FL, 32801**



## **Welcome to The Urban Suite.**

We are pleased to welcome you to The Urban Suite, a thoughtfully designed micro event space created to host life's most meaningful and intimate occasions. Our aim is to provide an elegant, versatile setting where gatherings of all kinds can be experienced with ease, comfort, and style.

Every event carries its own significance, and we believe the venue should reflect that. From intimate celebrations to corporate events, The Urban Suite is intended to be a place where moments are not only shared but remembered. It is our privilege to provide the backdrop to your event, and we hope this space contributes to the beauty of your day.

# ABOUT THE *Venue*



Located in Downtown Orlando, FL, The Urban Suite is designed to host a wide range of events in a setting that is both welcoming and adaptable. From weddings and private celebrations to corporate functions and community gatherings, the space offers a lot of flexibility to suit different event types, themes, and requirements.

The venue can accommodate up to 65 guests. The well-maintained facilities and the thoughtful layouts will ensure your guests feel at ease from start to finish.



The Urban Suite is conveniently located in the heart of downtown near I4, making it easy for guests to arrive. Parking is available on-site, and various nearby accommodations provide added convenience for out-of-town visitors. This is a space designed for gatherings of all kinds, with the goal of helping you create an event that feels special, memorable, and truly your own.



**Omelette & French Toast Action Station**



## THE IN-HOUSE CATERING EXPERIENCE

At The Urban Suite, our catering experience is designed to elevate your entire event. From stylish buffets to elegant plated dinners and interactive action stations, we provide seamless, full-service options with premium presentation and flavor—so you can host effortlessly and impress every guest.



## WHY CHOOSE US?

Our catering isn't just about food—it's about a seamless, all-in-one experience. With customizable menus, cohesive presentation that matches your event aesthetic, and a team that handles everything from setup to service, we make hosting effortless. No outside vendors, no added stress—just a polished, elevated dining experience designed to impress your guests.



# VENUE

## *Amenities*

### **Furnishings & Decor**

Included with your rental are tables, chairs, and black or white velvet linens. Additional decorative items are also available upon request to complement your event's style.

### **Technology & AV**

The venue is equipped with Wi-Fi, a bluetooth speaker, and microphones, to support both social and corporate events. Lighting options can be adjusted to create the right atmosphere.

### **Catering & Bar Access**

We provide full in-house catering that can be buffet, plated, or action chef stations. Bar setups can be arranged based on your needs, and you can bring your own liquor & have our bartender serve your guests .

### **Accessibility & Comfort**

Ample parking behind the building is available for guests. Our venue is located on the 2<sup>nd</sup> floor with only staircase access, but our team is dedicated to assist you and guests up the stairs with ease. The venue is fully climate-controlled for year-round comfort.

### **Prep Kitchen Area**

Our prep kitchen space is designed to make event setup smooth and efficient. It provides a dedicated area for food preparation, plating, and storage, giving caterers and hosts the convenience they need to keep everything organized and running seamlessly behind the scenes.

# GUEST *Information*



Ample parking is available behind the building. The venue is not responsible for loss, theft, or damage to vehicles or personal belongings.



Our venue is located on the 2nd floor, and is only accessible by stairs. If you require additional accessibility accommodations, please notify the management in advance.



Children are always welcome but must be supervised by a parent or guardian at all times. Running, climbing, or unsafe play is not permitted in any area of the venue.



Any items left behind will be kept in the venue's office for a limited time. Please contact the event host or management to inquire about any lost belongings.



All guests are expected to behave respectfully toward staff, other guests, and the property. Disruptive, unsafe, or inappropriate behavior is not permitted.

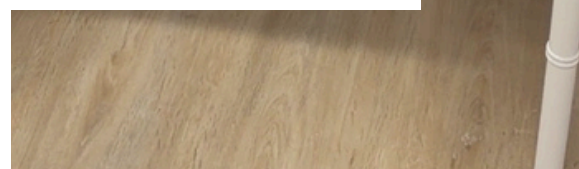
# VENUE *Packages*

## THE STUDIO SUITE \$995 | weekdays \$1,299 | Fri-Sun

A refined blank canvas designed for intimate celebrations. Perfect for creating a personalized event.

### Includes:

- Up to 8 hours of exclusive venue access
- Comfortably accommodates up to 65 guests seated, 80 standing
- Guest tables (round, long, or cocktail) with white Chanel chairs
- Two buffet tables styled with black tablecloths
- Black or white guest velvet table linens
- Ambient room uplighting
- Premium buffet dinner plates
- Full silverware place settings & water glasses
- Access to designated bar area complete with a drink cooler, and mini ice machine
- Chafing dishes provided (client supplies sterlinal)
- Serving utensils
- Event setup included (Client responsible for breakdown and final cleanup)
- Bluetooth sound system with microphone
- High-speed Wi-Fi
- Basic backdrop draping in white
- Two-hour Photo Booth experience with backdrop, props, and digital sharing



# VENUE *Packages*

## THE SIGNATURE SUITE \$2,199

Designed for hosts who want elevated ambiance with seamless dining. An all-inclusive package that simplifies your event planning.

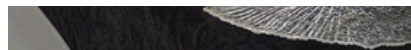
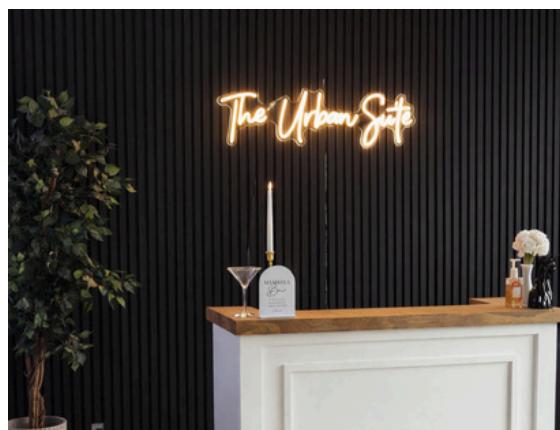
**Includes everything in The Studio Suite, plus:**

- Buffet-style dinner or brunch catering for up to 30 guests (additional guests can be added at a price per person)
- Selection of two proteins and two sides
- Elegantly styled buffet presentation
- Use of premium non-disposable plates, silverware, and glassware
- Acrylic charger plates
- Velvet table linens (choice of color)

### *The Timeless Tuxedo Decor Package*

- White floral centerpieces with gold stands
- 2 Acrylic table candelabras
- Candle accents
- White Flower Arches (1 set of 2)
- White or Black velvet tablecloths
- Decorated Guest of Honor table
- Gold, Silver, or Clear acrylic charger plates
- Decorated cake table
  
- Three-hour Photo Booth experience with backdrop, props, and digital sharing
- Full post-event dish cleanup

Please note: Banquet servers are not included in this package.



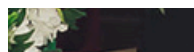
# VENUE *Packages*

## THE PENTHOUSE SUITE \$3,100

Our most comprehensive offering—crafted for hosts who desire a truly hands-off experience. Enjoy a worry-free event with complete service and support.

### **Includes everything in The Studio & Signature Suites, plus:**

- Professional Banquet Captain / Event Supervisor
- 3–4 professionally trained banquet servers
- Managed buffet service and guest assistance
- Ongoing table clearing throughout the event
- Complete post-event dish cleanup and breakdown
- Four-hour Photo Booth experience with backdrop, props, and digital sharing
- Custom Décor Package
  - Basic backdrop draping in the color of your choice
  - 1 Focal backdrop decor
  - Luxury flower centerpieces to match colors, theme, & decor
  - Custom tablescaping to match your decor



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# VENUE *Packages*

## MARRIAGE PROPOSAL STARTS AT \$550

Our modern, intimate event space in Downtown Orlando is the perfect setting to pop the question in a private, beautifully styled environment.

Ideal For:

- Romantic candlelight proposals
- Surprise family & friends reveal
- "Marry Me" backdrop moments
- Elegant dinner proposals
- Decorated champagne toast setups
- Photographer & videographer sessions

### What's Included:

Exclusive 2 hour private access to the venue

"MARRY ME" neon sign with a white flower backdrop

Tables & chairs (if needed)

Open layout to customize your vision

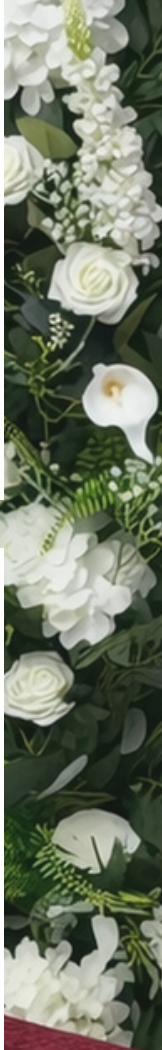
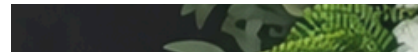
Designated bar area for champagne or mocktails

Ample, convenient parking

Proposal Upgrade Options:

- "MARRY ME" light up marquee letters
- Heart Shaped Flower backdrop in red
- Luxury floral arrangements
- Candle pathway entrance
- Red carpet entry
- Balloon installations
- Champagne toast setup
- Professional photography
- Romantic dinner catering
- On-site glam services (makeup for the big moment!)

Whether you want intimate and simple or dramatic and over-the-top, we help you plan every detail so you can focus on the question.



# RENTAL

# Upgrades



## PHOTO BOOTH

Capture the moment with our modern photo booth experience—perfect for adding fun, energy, and unforgettable memories to any event. Enjoy unlimited digital photos, GIFs, and boomerangs with instant sharing, all designed to elevate your guest experience effortlessly.

## FLOWER ARCHES

Elevate your event with our stunning garden flower columns—designed to add height, elegance, and a lush floral statement to any space. Perfect for ceremonies, photo backdrops, or luxe décor accents, these pieces bring a soft, romantic touch to your overall design.



# RENTAL

# Upgrades



## COLUMN BACKDROP

Make a bold statement with our sleek column backdrop set, featuring 3 columns of various heights in one design. Available in black, white, dusty pink, and blue. Perfect for photo moments, focal displays, or custom event styling, it adds a modern, elevated touch to any celebration.

## SWEETS STAND

Add a touch of luxury to your dessert display with our table-top gold circular sweets stand. Designed to beautifully showcase cupcakes, treats, and small bites, it creates an elegant, eye-catching focal point for any event. Perfect for dessert tables, it elevates your setup with a modern, polished finish.



# RENTAL

# Upgrades



## THE GRAND CENTERPIECE

Elevate your tablescape with our gold 5-tier candelabra centerpiece, designed with stunning crystal accents for a refined, luxurious glow. Perfect for weddings, upscale dinners, and elegant celebrations, it creates height, ambiance, and a captivating focal point that instantly transforms your event.

## GOLD COLUMNS

Add height and elegance to your event design with our gold table columns. Perfect for showcasing florals, candles, or statement décor, these sleek pieces create a luxe focal point that instantly elevates your tablescape or display areas.



# RENTAL

## Upgrades



### ALL WHITE FLOWER BACKDROP

Create a timeless, elegant statement with our all-white lush flower backdrop. Designed with full, layered florals for a soft and luxurious look, it's perfect for ceremonies, photo moments, and elevated event styling—adding a clean, romantic touch to any celebration.

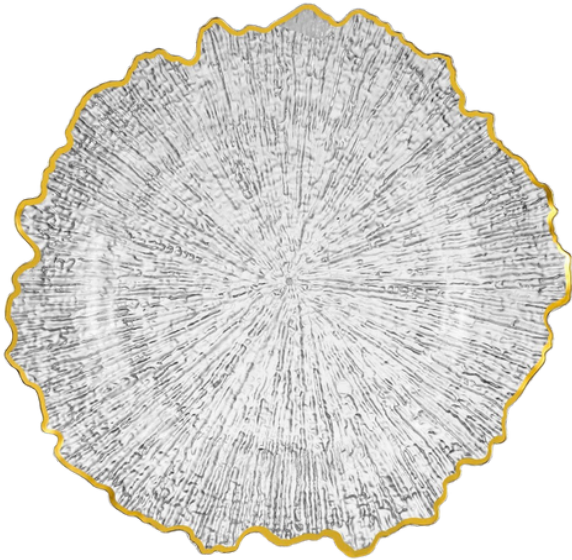
### THE GARDEN FLOWER BACKDROP

Bring a fresh, elegant feel to your event with our lush flower backdrop featuring white blooms and natural greenery. Designed with full, layered florals and textured foliage, it creates a soft, garden-inspired statement—perfect for ceremonies, photo moments, and elevated event styling.



# RENTAL

# Upgrades



## CHARGER PLATES

Elevate your tablescape with our collection of stylish charger plates, available in a variety of finishes and designs to complement any theme. From sleek and modern to ornate and luxe, our chargers add a polished, upscale touch to each place setting—perfect for enhancing your overall event aesthetic.

## THE GARDEN TERRACE

Bring a fresh, elevated touch to your tables with our white flower and greenery centerpieces. Designed with lush blooms and natural foliage, they create a soft, romantic look that complements any event style while adding effortless elegance to your tablescape.



# BOOKING

## *Process*

1

Contact us with your preferred event date, estimated guest count, and type of event. Our team will confirm availability and provide an overview of packages, amenities, and pricing.

2

We encourage prospective clients to schedule a tour of the venue. This allows you to see the space in person and visualize how the venue can best accommodate your plans.

3

To secure your date, a signed rental agreement and a non-refundable deposit are required. There is also a required \$300 REFUNDABLE security deposit. Dates are confirmed on a first-come, first-served basis after these are received.

4

After booking, you may continue to coordinate with our team regarding equipment needs and any additional services. Final details should be provided no later than 14 days prior to your event.

5

The remaining balance is due 30 days before your event. Any additional charges incurred during the event (such as overtime or damages) will be invoiced afterward.

6

On the day of your event, our staff will ensure the space is prepared according to your agreement while you and your guests enjoy the occasion.



# GENERAL *Rules*

**1**

## GENERAL CONDUCT

All guests are expected to treat the venue, staff, and other attendees with respect. Children should be supervised at all times.

**2**

## EVENT DECORATIONS

Decorations should be approved in advance. Please avoid the use of any materials that may damage walls, floors, or furnishings.

**3**

## FOOD AND BEVERAGE

Outside catering is permitted. All caterers must follow health and safety regulations. Alcohol service must comply with local laws.

**4**

## NOISE LEVEL

Music and amplified sound must remain within approved volume levels to respect local noise ordinances.

**5**

## USE OF VENUE

Guests must remain within the rented areas of the venue. Smoking is only permitted in designated outdoor areas.

**6**

## MAXIMUM CAPACITY

To ensure safety and comfort, the maximum capacity of each space must be respected at all times.

**7**

## DAMAGE & LIABILITY

Clients are responsible for leaving the space in good condition. Any damages to the venue, equipment, or furnishings will be billed to the client.



# FREQUENTLY-ASKED *Questions*

## **What is the maximum capacity of the venue?**

Our venue can comfortably accommodate up to 65 guests. For safety and comfort, we kindly ask that all events respect this capacity limit.

## **What is included in the rental fee?**

The rental fee covers access to the booked spaces, standard furnishings (such as tables and chairs), and basic amenities like restrooms, parking, and AV equipment. Additional services such as décor, or catering, may be arranged separately.

## **What is your policy on deposits and cancellations?**

A deposit of 50% of the total is required to secure your date. The balance is due 30 days before the event. Cancellations made before 30 days will not receive a refund, but can reschedule the date. Later cancellations will result in forfeiture of the deposit, and the inability to reschedule the date.

## **Can we use our own vendors?**

Absolutely. You may choose and bring your own licensed vendors for catering, entertainment, and decorations. All vendors must comply with our venue guidelines. A Catering Coordination Fee applies when bringing in a full-service outside caterer. This covers vendor coordination, kitchen access, and on-site support to ensure a seamless experience.



EVENT VENUE & CATERING COMPANY

# Micro Events, MAJOR VIBES.

[BOOK A VENUE TOUR](#) ✨

## CONTACT

*Information*

Our team is dedicated to making sure your event is seamless and memorable. Please don't hesitate to reach out with any questions, special requests, or if you need assistance with planning or booking your event with us.

### Contact Information:

- **Venue Address:** 132 E. Colonial Dr. Suite 206, Orlando, FL, 32801
- **Main Phone:** 407-807-6763
- **Email:** [info@urbansuiteevents.com](mailto:info@urbansuiteevents.com)
- **Website:** [UrbanSuiteEvents.com](http://UrbanSuiteEvents.com)

### Operating Hours:

Venue Showings By Appointment Only

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## LET'S STAY IN TOUCH



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