

## THE HILLS EVENT CENTER — SITE AND OPERATIONAL DESCRIPTION

**Business Name:** The Hills Event Center

**Location:** 7620 NE Loop 820, North Richland Hills, Texas 76180

**Proposed Opening:** February 2026

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### 1. Overview of Use

The Hills Event Center is a multi-purpose event venue designed to host a variety of community, private, and corporate functions. The facility will provide an elegant, well-managed indoor space for gatherings such as weddings, receptions, banquets, birthday parties, community meetings, and corporate networking events.

The proposed use aligns with local business development goals by offering a flexible, attractive venue for both residents and businesses within the DFW Metroplex area.

### 2. Scope of Services

- **Event Hosting:** Weddings, receptions, birthdays, baby showers, quinceañeras, corporate meetings, fundraisers, cultural celebrations and workshops.
- **Equipment rentals:** Rentals of our own equipment when not used like chairs, tables etc.
- **Event Support:** Optional decor setup, tables/chairs, sound system, LED lighting, projector use, and lounge seating arrangements.
- **Food & Beverage Handling:**
  - The facility includes a **service kitchenette** (warming kitchen) for use by licensed caterers.
  - **No** commercial cooking or grease-producing appliances are planned on-site.
  - **All** food will be prepared off-site by approved vendors and brought in for serving.
  - **Alcoholic beverages** may be served only by TABC-licensed bartenders during private events.

In alignment with local regulations and to ensure the safety and enjoyment of all attendees, alcohol will be served under the following guidelines:

- Alcohol will be served exclusively by a licensed and insured bartender who will be responsible for monitoring alcohol consumption and ensuring responsible service throughout the event.
- No alcohol will be stored on-site outside of the event date. Alcohol will be

delivered for each event and removed at the conclusion of service.

- Alcohol service will cease promptly at 12:00 AM to comply with local laws and regulations.

### 3. Days and Hours of Operation

- **Monday–Thursday:** 08:00 a.m. – 11:00 p.m.
  - **Friday–Saturday:** 10:00 a.m. – 1:00 a.m.
  - **Sunday:** 12:00 p.m. – 12:00 a.m.  
(Additional time reserved for setup and cleanup, as managed by staff.)
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### 4. Staffing and Operations

- **Employees:**
    - 3 Part-time equivalents (including management and event staff).
    - Additional contracted staff (security, cleaning, catering) as needed per event.
  - **Parking:** Adequate on-site parking for guests and vendors in accordance with zoning requirements.
  - **Noise Management:** Indoor sound containment, closing doors during music events, and compliance with city noise ordinances.
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### 5. Event Frequency and Scale

- **Average event size:** 100–240 guests
  - **Indoor Capacity:** guests seated (TBD), guests standing (TBD).
  - **Event frequency:**
    - 3–5 events per week (mix of small private and corporate gatherings)
    - Larger events typically on weekends
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### 6. Design Concept and Layout

The Hills Event Center will feature a clean, modern aesthetic with:

- Elegant **marble-style flooring**;
- **Color-changing LED lighting** adaptable for different event atmospheres;

- A **flexible open plan** allowing conversion between seated banquets or conference set up;
- Tasteful **lounge zones** for networking and social interaction;
- Bar area allowing customers to bring and serve their own beverages.