

# Ceremony / Reception Rates

## BALLROOMS

	<b>CAPACITIES</b>	<b>RENTAL RATE</b>	<b>DEPOSIT</b>
Delaware Hall	Accommodates up to 900*	\$1,500	\$750
Delaware Hall (1/2)	Accommodates up to 450*	\$800	\$400
Interurban Hall	Accommodates up to 250*	\$800	\$400
Shared Lobby for cocktails, with rental of a ballroom		\$100	\$100

\*Room capacity reflects inclusion of dance floor and/or head table.

\*There is a minimum rate of \$2,000 for decorations and food when a ballroom is rented on a Saturday or Sunday.

## CEREMONY, RECEPTION OR REHEARSAL DINNER ROOMS

Prairie Creek	Accommodates 96	\$300	\$150
Prairie Creek (2/3)	Accommodates 80	\$200	\$100
Prairie Creek (1/3)	Accommodates 40	\$100	\$75
White River	Accommodates 70	\$250	\$125
White River (1/2)	Accommodates 40	\$125	\$100

\*There is a minimum rate of \$1,000 for decorations and food when Prairie Creek or White River is rented on a Saturday or Sunday.

\*When booking your event, talk with your event manager about booking your free room for hosting your rehearsal dinner. Also, see our optional themed decoration packages for your one-of-a-kind rehearsal dinner.

\*Talk with your event manager about specific holiday rate requirements.

## EVENT PLANNING TIME

Three hours of planning time is allotted for each wedding ceremony/reception. One hour is allotted for the initial meeting, one hour for the planning meeting (3 months prior to your event) and one hour for any additional planning. Additional time will be assessed a \$50 per hour fee as deemed by your sales manager.

## RESPONSIBILITIES OF YOUR EVENT MANAGER FOR DAY OF EVENT

Preparation for your event: coordinate with your DJ/band, make sure vendors have delivered items, greet guests, greet bride and groom for arrival get-a-way, assist with introductions and make sure meal is served successfully. Once dancing begins, your DJ will be the main host of your event.

## WEDDING CEREMONY

### Ceremony Fee: \$250

*(Includes rehearsal coordinator, ceremony facilitator, and dressing area on the day of your ceremony)*

This fee provides you with a coordinator for your rehearsal and ceremony. The one-time fee also provides you and your bridal party with a dressing area on the day of your ceremony. The fee is in addition to the room rental and decorations package and has no bearing on the wedding reception.

Rehearsals are typically held the evening before your event. In order to have a successful rehearsal your pastor or officiate must be present. A space in our building for the rehearsal will be provided at no additional cost; however, if you want to secure the same room for the rehearsal as your ceremony, a fee will be applied. Please talk with your event manager about details.