



1120 E. Diehl Road  
Naperville, IL 60563

www.napervilleweddings.niu.edu  
630.577.9101

# Details

Our Wedding Planners are here to walk you through the process of creating your perfect celebration. NIU Naperville can accommodate your wedding reception in our spacious Ballroom while our two-story atrium and adjoining brick patio overlooking the pond and fountain are perfect for an outdoor ceremony or unwinding with guests over cocktails and hors d'oeuvres. With only one reception per evening, our focus is entirely on you and your guests.

## **Step 1: Determine the size of the event you want to host and secure your date.**

### RECEPTION OPTIONS:

#### **Package A - \$1,700**

Just right for more intimate affairs, this package gives ample seating for up-to 50 guests.

#### **Package B - \$2,100**

Created for those with up to 120 guests, this package uses two-thirds of our spacious ballroom yet still leaves plenty of room for dancing the night away.

#### **Package C - \$2,900**

Take full advantage of our 3,750 square foot banquet room. The floor-to-ceiling windows give up-to 230 guests a great view of lit-fountain, patio and the night sky.

### ***All packages include the following features and services:***

Personal Special Events Coordinator to walk you through the planning process

Spacious banquet room with floor to ceiling windows

Two-story atrium set-up with high-boy tables with adjacent patio for cocktail hour for no additional charge

Round tables (72") for your guests, head table, all the accessory tables you require (cake, gift, escort, etc.) and our in house chairs

White linens to the floor on buffet, cake, gift and head tables State-of-the-art AV equipment includes projector(s),

microphone(s) and sound system (ceiling mounted projectors, concealed video screens, and internal sound system can accommodate slideshows, background music and speeches only)

Brick patio and fountain connected to the atrium and visible from event space Dimmable overhead lighting and LED pre-programmable spot-lighting which can be sound activated by your DJ.

Dance floor

Professional set-up and clean-up

Uniformed security guard on the premises



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## ONSITE CEREMONY OPTIONS

NIU Naperville can accommodate either an indoor or outdoor\* wedding ceremony. There is a \$350.<sup>00</sup> charge to host a ceremony, and a reception at NIU Naperville is required following the ceremony. Our outdoor space can accommodate up to 141 guests while our indoors space can seat up to 180 guests. Please note that NIU does not provide any audiovisual equipment or support and any audiovisual requirements must be outsourced to a third party vendor at the user's expense.

### **All ceremonies include the following features and services:**

- Rehearsal space for 1 hour Indoor or outdoor seating with set-up
- Outdoor ceremonies include 140 white garden chairs
- Bridal arch
- Professional set-up and clean-up
- Uniformed security guard on the premises
- Guest parking

*\*Outside ceremony's will be moved inside due to inclement weather.*

## **Step 2: Once you have secured your date, you can begin the collaboration process with our Preferred Catering Partner to create a memorable culinary experience for your guests.**

NIU Naperville has partnered with an amazing local cater, My Chef Catering. My Chef can help you pick a thoughtful menu and ensure you have impeccable service for your event. From a signature cocktail or butlered hors d' oeuvres to a buffet or plated dinner, My Chef will work with you to create a memorable event for you and your guests. Menus are available to provide suggested selections and pricing. At your convenience, you can schedule food tasting with My Chef Catering to determine your food and beverage selections. Catering packages for food start at *\$59.00 per person*.

## **Step 3: Secure any hotel rooms needed by your wedding party or guests.**

NIU Naperville has negotiated with local hotels to provide room blocks at special rates for our weddings. Some are just across the street, while others are about five minutes away and provide free shuttle service.



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## Step 4: Adding personal touches to make your celebration unique.

NIU Naperville offers several a' la carte options to tailor your event to fit your style and personality. A wide variety of custom details can be accommodated by NIU Naperville including lighting, chairs and specialty linens. All of these options listed below are set-up or installed by our team.

### UPGRADE OPTIONS\*

**Lighting:** The right lighting makes a huge impact. NIU Naperville can help you enhance your celebration with the following lighting options:

- **Uplighting Package**—This package includes 10 LED uplights with adjustable RGB color settings. Set up along the perimeter of the room, these lights create a soft, romantic glow.
- **GOBO Projector Light Package**—This upgrade enables you to project custom artwork or mono-gram initials onto any surface including wall, dance floor, etc. A monogram or graphic design is a gorgeous detail to personalize the space.
- **Chandelier Package**—If you are looking for a little extra wow, our hanging chandelier makes a gorgeous focal-point. Utilizing our chandelier featuring beaded strands makes a beautiful impression on your guests as they dine and dance the night away.

**Custom Seating:** You would be surprised the difference a chair can make to the look and feel of your décor. We make it easy to put the final touches on your celebration with our chair upgrade options. Choose from:

- Custom covers with tie
- Garden chairs
- Chiavari chairs

### SPECIALTY LINENS

Whether you are wanting to add texture or color to your tabletop styling, we believe cohesive details and aesthetic can really tie an entire theme together. Our team is here to walk you through every step of the linen selection process to achieve your vision.

Specialized linens including napkins, table runners and table clothes. Prices are subject to color, material, size, and availability.

*\* Additional charges apply*



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