

# Geist



Photo Courtesy of Balsam Hills Co Photography



MONUMENTAL

*weddings and events*

monumentalweddings.com

# GEIST

Congratulations! Thank you for your interest in our Geist Event Center for your upcoming wedding.

We offer couples the opportunity to host both their ceremony and reception at one beautiful venue. Our facility accommodates up to 150 guests, featuring a built in dance floor and modern décor.

We look forward to being part of your special day. Hopefully this packet of information will help you with your planning and also help you remember what our venue includes.

Helping you create a lifetime of memories for you, your family and friends is something we specialize in.

Happy Planning,

Tara & Carlie



*Photos Courtesy of Balsam Hills Co Photography*

GEIST RENTAL INFORMATION: 7855 Cork Road, Indianapolis, IN 46236

## RATES

Facility rate includes ceremony + reception

January - December

Friday | \$2000

Saturday | \$2500

Sunday | \$2000

Holidays & Holiday Weekends

\$3000 + 18% Service Fee

Effective July 1, 2022



*Photo Courtesy of Rachael Maloy Photography*

## INCLUDES

Full Day Facility Rental  
Accommodate up to 150 Guests  
Tables + Chairs  
Black, White, or Ivory Linens  
Cloth Napkins (any color)  
1 Hour Rehearsal Day of Event\*  
Free Parking  
Security Officer

\*Optional: Add \$1,500 for 1 Hour  
Rehearsal Day Before the Event

All liquor and additional linens must be purchased through the Community Life Center (CLC).



## WEDDING CEREMONY AND RECEPTION HOURS

Facility access at 9:00 AM to start setting up, getting ready, taking pictures, etc. Rates are based on 9:00 AM to Midnight access with an additional hour to clean up following wedding festivities. Any additional time after 1:00 AM cleanup will be subject to a \$250 per half hour charge.

Friday 5:30 p.m. - Midnight  
Saturday 3:30 p.m. - Midnight  
Sunday 2:00 p.m. - Midnight

## CATERING

One of our preferred caterers is required. *\*No catering minimum or kitchen access fee for preferred listed vendors\**

### MCL Catering

Jessica Wessler | 855.625.3836 | [jwessler@mclhomemade.com](mailto:jwessler@mclhomemade.com) | [www.mclcatering.com](http://www.mclcatering.com)

### Nameless Catering

Nicci Scaffidi | (317) 983-4057 | [nicci@namelesscatering.com](mailto:nicci@namelesscatering.com) | [www.namelesscatering.com](http://www.namelesscatering.com)

### Onsite Catering

317.861.8000 | [inquiries@onsitecaterer.com](mailto:inquiries@onsitecaterer.com) | [www.onsitecaterer.com](http://www.onsitecaterer.com)

### City BBQ

Ashlee Silva | 317.473.5850 | [asilva@citybbq.com](mailto:asilva@citybbq.com) | [www.citybbq.com/catering](http://www.citybbq.com/catering)

### Chef Suzanne Catering

Becca Barbouor | 317.913.0332 | [becca@chefsuzanne.com](mailto:becca@chefsuzanne.com)

### Kountry Kitchen

Cynthia Wilson | 317-926-4476 | [cynjean0914@gmail.com](mailto:cynjean0914@gmail.com) | [kountrykitchenindy.com](http://kountrykitchenindy.com)

## LINENS

All floor length linens, chair covers, sashes, and runners must be purchased through the CLC. Black, white, or ivory linens, napkins, and skirting are included in the price. Prices are subject to change.

Chair Covers	\$7.00
Sashes	\$3.00
Chair Covers + Sashes	\$9.00
Stretch Sashes	\$3.00
Floor Length Linens	\$12.00

*Note: Additional linen options are available*



*Photos Courtesy of Pride Photography*

## BAR SERVICES

All alcohol and non-alcohol beverages must be purchased through the CLC. No outside alcohol is permitted in the facility.

### CASH BAR PACKAGE

Bar Set Up Fee - \$250 + 28/hr per bartender\* + 18% Service Fee.

PACKAGE	3 HOURS	6 HOURS	INCLUDES
<b>Cash Bar*</b> (includes 9% tax)	\$530.62 (\$500 min in sales)	\$743.74 (\$1000 min in sales)	Portable Bar • Liquor • Beer • Wine Soda • Water Plastic cups • Ice Lemons/Limes • Drink Mixers Two Bartenders

\*All cash bars must reach minimum in alcohol sales. If the minimum is not met, client is required to pay the difference.



Photo Courtesy of Stewart Imagery

### OPEN BAR PACKAGES

Bottled water is included in all packages. 5% gratuity and 9% sales tax is added on to each package total. Bartenders and bar setup fees are included in the packages. Option to switch to a cash bar after open bar is over.

PACKAGE	3 HOURS	4 HOURS	INCLUDES
<b>Beer and Wine Package</b>	\$20/guest	\$26/guest	Wine • Domestic, Imported and Craft Beer
<b>Standard Package</b>	\$23/guest	\$29/guest	Wine • Domestic, Imported and Craft Beer House Liquor • Premium Liquor • Soda
<b>Premium Package</b>	\$26/guest	\$32/guest	Wine • Domestic, Imported and Craft Beer House Liquor Premium Liquor • Super Premium Liquor • Soda
<b>Under 21 Package</b>	\$6/guest		Soda • Water • Juice

#### Wine

Grayson Cellars Chardonnay • Grayson Cellars Merlot • Greg Norman Chardonnay • Greg Norman Cabernet Sauvignon  
Greg Norman Sauvignon Blanc • Auspicion Cabernet Sauvignon • Costal Ridge Pinot Grigio  
Costal Ridge White Zinfandel • Douglas Hill White Zinfandel • VillaViva Rosé • Haute Couture Rosé • Kilda Shiraz  
Kiona Vineyards Riesling • Long Lake Riesling • Bricco Riella Moscato • Block Nine Pinot Noir • LaLuca Prosecco

#### Beer

Stella Artois • Bud light • Budweiser • Heineken • Coors Light • Yuengling • Miller Light • Corona Extra • Lagunitas Ale

#### House Liquor

Beefeaters Gin • Captain Morgan Rum • Malibu Rum • Bacardi Rum • Titos Vodka • Absolut Vodka • Pinnacle Vodka  
Jose Cuervo Tequila • Exotico Tequila • Jim Beam Bourbon Whiskey • Fireball Whiskey • Jack Daniels Whiskey

#### Premium Liquor

Tanqueray Gin • Grey Goose Vodka • Cîroc Vodka • Patron Tequila • Maker's Mark Bourbon Whiskey • Woodford Reserve  
Bourbon Whiskey • Dewar's White Label Scotch Whisky • Johnnie Walker Scotch Whisky • Crown Royal Canadian Whiskey  
Jameson Irish Whiskey • Hiram Walker Amaretto • Hiram Walker Crème de Menthe • Hiram Walker Crème de Cacao  
Gallo Vermouth • Kahlua • De Kuyper Peach Schnapps • Bailey's Irish Cream • Juarez Triple Sec

#### Super Premium Liquor

Hennessy Cognac • Hine Cognac

#### Soda

Coke • Diet Coke • Sprite



## RECOMMENDED VENDORS

### TRANSPORTATION

Kristie Carter - Aadvanced Limo

limo@317limousines.com | www.317limousines.com | 317.716.1201

### PHOTOGRAPHERS + VIDEOGRAPHERS

David McKissic

jvweddings.com | davidmckissic@yahoo.com | 317.832.9775

Jeremy Haynes Photography

www.indianapolisweddingphotos.com | jeremyhaynesphoto@gmail.com

Dimensions Photography

Apryl Napier | www.dimensions-photography.com

apryl@dimensions-photography.com | 317.222.1282

Calise Leann Photography

caliseleanne.com | hello@caliseleanne.com | 317.441.1723

Blue Lace Wedding Photography, LLC

bluelaceweddingphotography.com | bluelaceweddingphoto@gmail.com

812.585.1862 (Danielle) or 765.719.3658 (Kristin)

Ralph Vandale Photography

www.ralphvandale.com | Ralphvandale@gmail.com or ralph@ralphvandale.com

317.938.9873

### PHOTO BOOTH

Viral Booth of Indianapolis

Brad Kerfoot | www.viralbooth.com | brad@viralbooth.com | 317.504.9172

### DJ'S + ENTERTAINMENT

Grapevine Productions

www.grapevinedj.com | grapevinedjs@gmail.com | 317.852.3353

Lights Out Entertainment

www.indyeventdj.com | info@indyeventdj.com | 317.362.6754

TNT Entertainment

Jeremy Tidd | www.tntentertainment.org | jttntentertainment@gmail.com |

317.519.1585

MGS DJs LLC

Don Masters | www.mgsdjs.com | 317.384.2672



## RECOMMENDED VENDORS (CONTINUED)

### LIVE MUSIC

Phyllis Lynch Music

[www.phyllislynchmusic.com](http://www.phyllislynchmusic.com) | [phyllis@phyllislynchmusic.com](mailto:phyllis@phyllislynchmusic.com) | 317.887.2215

### FLORISTS + FLORAL CENTERPIECES

Steve's Flowers

[www.stevesflowers.com](http://www.stevesflowers.com) | 317.787.3431

Special Occasion Designs

Christina Hudacin | [www.specialoccasiondesigns.weebly.com](http://www.specialoccasiondesigns.weebly.com)  
[specialoccasiondesigns@yahoo.com](mailto:specialoccasiondesigns@yahoo.com) | 317.319.0069

A Bride's Choice Flowers

[www.abridesflorist.com](http://www.abridesflorist.com) | [deborah@abridesflorist.com](mailto:deborah@abridesflorist.com) | 317.253.0019

### PLANNERS, DESIGNERS + DÉCOR

Traci Fuqua Perkins

[www.lovelighteventsllc.com](http://www.lovelighteventsllc.com) | [lovelighteventsllc@gmail.com](mailto:lovelighteventsllc@gmail.com) | 317.319.5163

Arbor and Bloom Events

[www.arborandbloomevents.com](http://www.arborandbloomevents.com) | [Megan@arborandbloomevents.com](mailto:Megan@arborandbloomevents.com) | 317.949.9205

### CAKES + SWEETS

The Cakehole

[www.thecakehole.net](http://www.thecakehole.net) | 317.620.1232

Taylor's Bakery

Heather Hughey | [heatherhughey@taylorsbakery.com](mailto:heatherhughey@taylorsbakery.com) | 317.251.9575

Indy Cakes

Jill Gosnell | [jill@indycakes.com](mailto:jill@indycakes.com) | [www.indycakes.com](http://www.indycakes.com) | 317.840.1562

Classic Cakes

Megan Mallory Ritz | [megan@classiccakescarmel.com](mailto:megan@classiccakescarmel.com)  
[www.classiccakescarmel.com](http://www.classiccakescarmel.com) | 317.844.6901



## FAQS

**Can I decorate the facility days before my event?**

Setup is permitted beginning at 9:00 a.m. on the day of the event.

**How early may my event begin?**

Event start times are regulated by the closing time of the business office. Events taking place Monday-Friday may begin any time after 5:30 p.m. Events taking place Saturday may begin any time after 3:30 p.m. Events taking place Sunday may begin at any time after 2:00 p.m.

**When do we have to be out of the building?**

All festivities must be completed no later than midnight on the date of the scheduled event. Clients have until 1:00 a.m. to cleanup and vacate the building.

**Is it possible to add additional time to my event?**

Setup is not permitted before 9:00 a.m. on the day of the event. All guests must vacate the building by midnight and clean up building by 1:00 a.m.

**Is Geist handicap accessible?**

Yes. All of the event spaces accessible to guests are located on the 1st floor of Geist.

**Can we bring in our own alcohol to the facility?**

No. If you wish to have alcohol at your wedding you must purchase it through the Community Life Center. There is a \$500 minimum expenditure required with all bars and an 18% service fee for cash bars or 10% gratuity and 9% sales tax for open bars.

**Is a damage deposit required?**

Yes, a separate check of \$500 is required. We do not cash the check unless outside alcohol is brought into Geist, if a guest/guests damages the property, violates the contract OR uses outside linens.

**Do I have to use your caterer?**

Yes. We have five for you to choose from.

**How do I secure a date?**

To secure a date, a \$750 deposit as well as a signed contract are required.

**Is there an event coordinator provided with the rental fee?**

No, but 30 Days prior to your event we will have a meeting to finalize your layout, timeline, & other details. An event staff member will be available prior and during the event for any questions you may have about the facility or setup.

**Will there be enough parking for all my guests?**

Yes, at the Geist Center we have 60 parking spaces.

**Is there payment plans or policies?**

All payments are pay as you go. We accept cash, credit, and check. 6 months prior to wedding, 50% payment will be due and 30 days prior to wedding, the final payment will be due.