



COMMUNITY
LIFE CENTER



Photography: Melody Withers Photography



MONUMENTAL

weddings and events

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COMMUNITY LIFE CENTER

Congratulations! Thank you for your interest in The Community Life Center (CLC) for your upcoming wedding.

We offer couples the opportunity to host both their ceremony and reception at one beautiful venue. Our Courtyard, Crystal Tower, Buchanan Ballroom and Rotunda, provide indoor and outdoor facilities that can accommodate up to 300 guests.

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



2022 WEDDING PACKAGE

RATES

Facility rate includes ceremony + reception

April – October

Friday | \$4100

Saturday | \$5100

Sunday | \$4400

November – March

Friday | \$3100

Saturday | \$4100

Sunday | \$3400

Holidays & Holiday Weekends

\$5450 + 18% Service Fee

Effective July 1, 2022



Photo Credit: Lantern Tree Photography



Photo Credit: chanel Breanne Photography

INCLUDES

- Full Day Facility Rental
- Accommodate up to 300 Guests
- 84 Chandeliers
- Access to AV Equipment
- Tables + Chairs
- Black, White, or Ivory Linens
- Cloth Napkins (any color)
- Up-Lighting
- 18 x 18 Dance Floor
- Indoor + Outdoor
- 1 Bridal Suite + 1 Grooms' Retreat
- 1 Hour Rehearsal
- Under Lighting
- Complimentary Mimosa for Bridal Party
- Free Parking
- Security Officer

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.

Monday - Friday 5:30 p.m. - Midnight

Saturday 3:30 p.m. - Midnight

Sunday 2 p.m. - Midnight

LINENS

All floor length linens, chair covers, sashes, and runners must be purchased through the CLC. Black, white, or ivory linens, cloth 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	\$20.00

Note: Additional linen options are available



Photo Credit: Megan Renee Photography

CATERING

One of our preferred caterers is not required; however, if you choose an outside caterer, **please see Outside Catering Guidelines for additional fees.** *No catering minimum or kitchen access fee for preferred listed vendors*

MCL Catering

Jessica Wessler | 855-625-3836 | jwessler@mclhomemade.com | www.mclcatering.com

City BBQ

Ashlee Silva | 317-473-5850 | asilva@citybbq.com | www.citybbq.com/catering

Nameless Catering

Nicci Scaffidi | (317) 983-4057 | nicci@namelesscatering.com | www.namelesscatering.com

Onsite Catering

317-861-8000 | inquiries@onsitecaterer.com | www.onsitecaterer.com

Kountry Kitchen

Cynthia Wilson | 317-926-4476 | cynjean0914@gmail.com | kountrykitchenindy.com

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
Cash Bar* (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
Beer and Wine Package	\$20/guest	\$26/guest	Wine • Domestic, Imported and Craft Beer
Standard Package	\$23/guest	\$29/guest	Wine • Domestic, Imported and Craft Beer House Liquor • Premium Liquor • Soda
Premium Package	\$26/guest	\$32/guest	Wine • Domestic, Imported and Craft Beer House Liquor Premium Liquor • Super Premium Liquor • Soda
Under 21 Package	\$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



IN-SUITE BEVERAGES

All in-suite beverages purchased does go towards your \$500 bar tab minimum.
A complimentary Mimosa is provided for the bridal party.

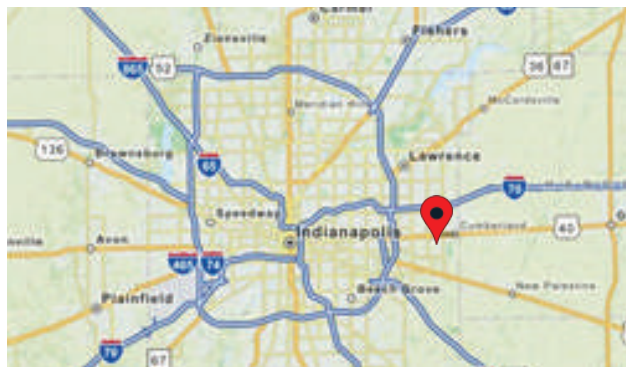
Soft Drinks / 12 pack {Mix and Match}	\$10.00
House White + Red Wine / bottle	\$18.00
House Champagne	\$28.00
Domestic Beer / 12 pack	\$24.00
Imported Beer / 12 pack	\$36.00



DIRECTIONS

Take I-465 to the US-40 E/Washington St. exit, EXIT 46. Keep left at the ramp towards Greenfield. Turn left onto E. Washington Street/ US-40 E for about 3 miles. The Community Life Center is located on the left across from Walmart.

Located just 20 minutes east of downtown Indianapolis.



HOTELS

Wedding Packages: Call for details.



Holiday Inn Express & Suites
Indianapolis East
7035 Western Select Drive
Indianapolis, IN 46219
317-322-0011
Ashley Woodruff - Group Sales
awoodruff@indyhix.com

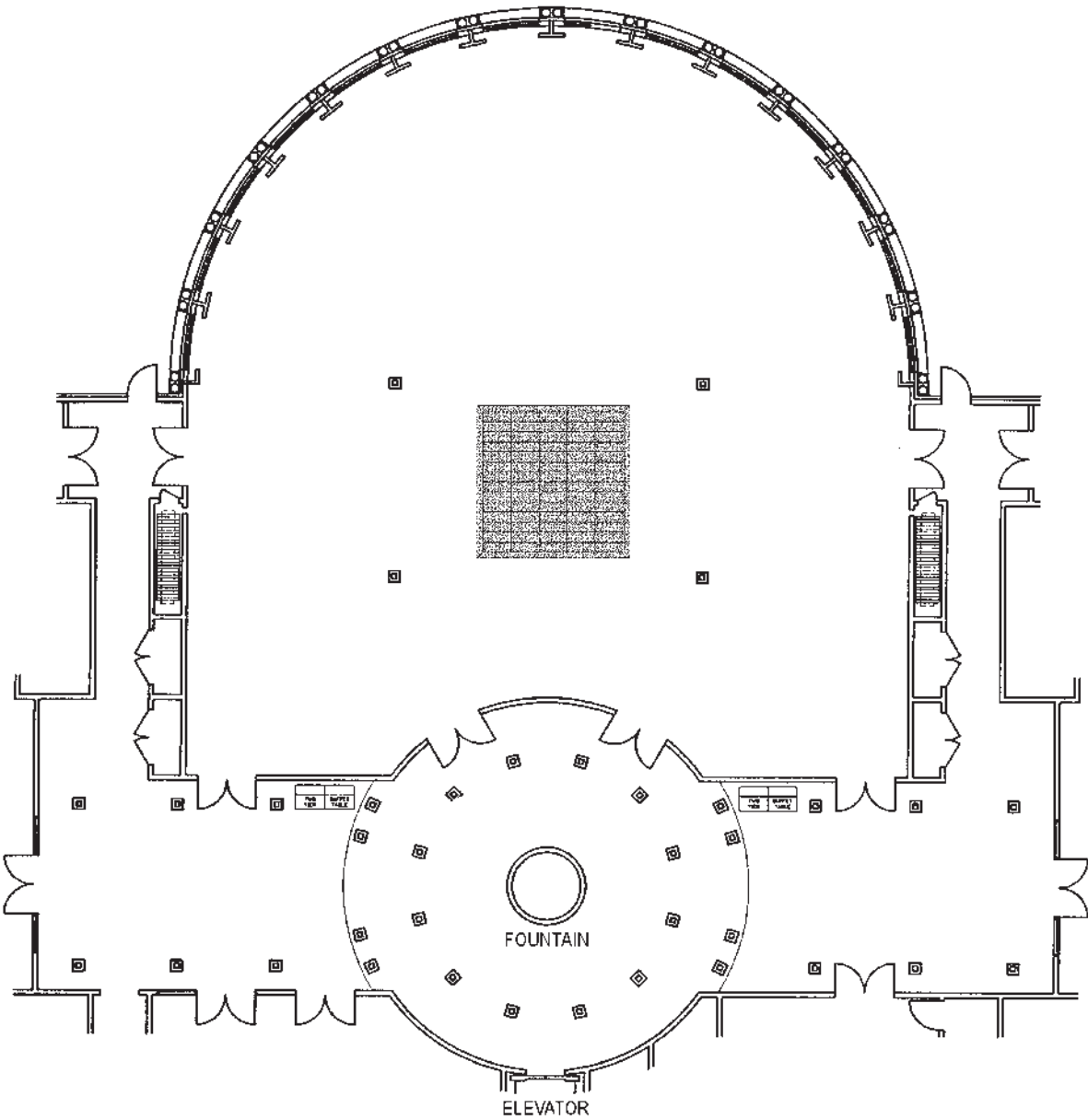


Tru by Hilton
Lawrence
5660 Lawrence Village Pkwy
Indianapolis, IN 46216
317-992-2625
Rae Puckett
Rae.Puckett@genthotels.com

LAYOUT

BALLROOM + ROTUNDA (CLC)

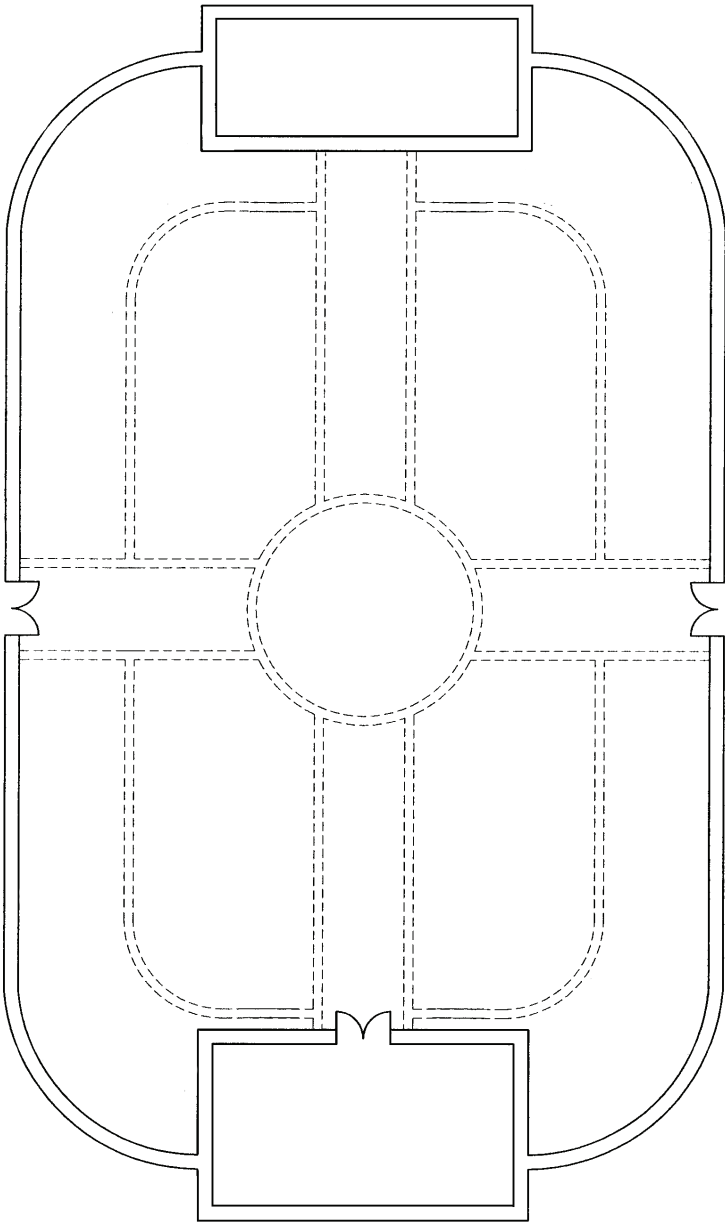
Ballroom Sq. Ft.	4,900
Ballroom Capacity	300
Rotunda & Gallery Sq. Ft.	2,500
Rotunda & Gallery Capacity	150



LAYOUT

COURTYARD + TOWER (CLC)

Courtyard Sq. Ft.	5,005	Crystal Tower Sq. Ft.	3,104
Courtyard Capacity	300	Tower & Glass Atrium Capacity	100
Pavilion Sq. Ft.	1,296	42 Feet to Star	
		72 Feet to Portico	



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 | phyllis@phyllislynchmusic.com | 317.887.2215

FLORISTS + FLORAL CENTERPIECES

Steve's Flowers

www.stevesflowers.com | 317.787.3431

Special Occasion Designs

Christina Hudacin | www.specialoccasiondesigns.weebly.com

specialoccasiondesigns@yahoo.com | 317.319.0069

A Bride's Choice Flowers

www.abridesflorist.com | deborah@abridesflorist.com | 317.253.0019

PLANNERS, DESIGNERS + DÉCOR

Traci Fuqua Perkins

www.lovelighteventsllc.com | lovelighteventsllc@gmail.com | 317.319.5163

Arbor and Bloom Events

www.arborandbloomevents.com | Megan@arborandbloomevents.com | 317.949.9205

CAKES + SWEETS

The Cakehole

www.thecakehole.net | 317.620.1232

Taylor's Bakery

Heather Hughey | heatherhughey@taylorsbakery.com | 317.251.9575

Indy Cakes

Jill Gosnell | jill@indycakes.com | www.indycakes.com | 317.840.1562

Classic Cakes

Megan Mallory Ritz | megan@classiccakescarmel.com

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 the CLC handicap accessible?

Yes. All of the event spaces accessible to guests are located on the 1st floor of the CLC. There is elevator access to the 2nd floor so the wedding party can use the Bridal and Groom's Suite. There is also elevator access in the Crystal Tower so that pictures may be taken next to the grand chandelier.

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.

Do I need to provide event insurance?

Yes, if your event is lasting longer than 6 hours and/or you are utilizing bar services, you must provide proof of event insurance no later than 30 days prior to the event. If your event does NOT last longer than 6 hours and also does not use bar services, we will require a \$500 damage deposit in check form. The check will not be cashed if no damages occur to the facility and no violations are made to the contract.

Do I have to use your caterer?

No. The CLC recommends using one of five preferred caterers, but it is not required. You may bring in your own licensed caterer for an additional cost with the exception of our Geist Center.

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 CLC we have 182 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.



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