

*Weddings*

AT THE

GRAND RIVER CENTER

# CEREMONY PACKAGES

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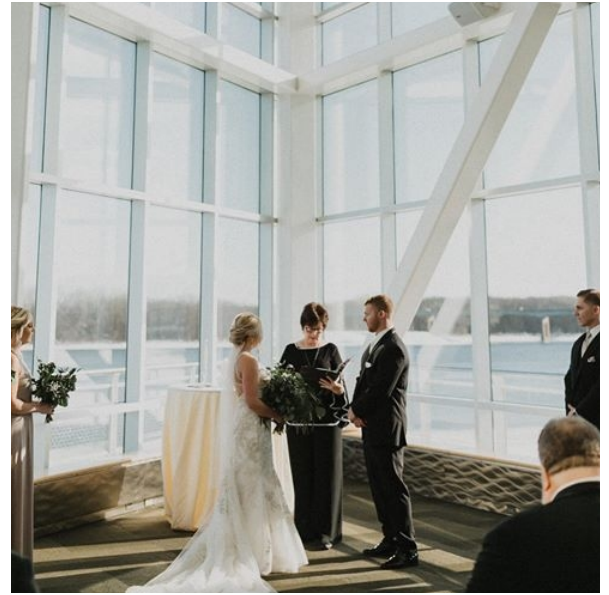
\*Ceremony Site Exclusive to Reception Site

## RIVER ROOM : \$1,500

**Capacity:** 150

**Includes:**

- Chairs (150 Theater Style Chairs)
- Guestbook Table (30" Cocktail Table)
- Display Table (6' Linen & Skirted Table)
- 1 Easel
- 1 Wireless Hand-Held Microphone & Stand
- 1 Lava Microphone
- House Sound
- Set Up & Tear Down of Included Items



## BALLROOM PRE-FUNCTION : \$750

**Capacity:** 250

\*Available when reception is in Ballroom

**Includes:**

- Chairs (200 Theater Style Chairs)
- Guestbook Table (30" Cocktail Table)
- Display Table (6' Linen & Skirted Table)
- 1 Easel
- Set Up & Tear Down of Included Items



## PATIO : \$750

**Capacity:** 200

\*Chairs must be brought in by an outside vendor

**Includes:**

- Guestbook Table
- Display Table (30" Cocktail Table)
- 1 Easel
- Set Up & Tear Down of Included Items



## BALLROOM

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**Capacity:** 500

**Includes:**

- Water Station (2 Stations with Refills)
- Dance Floor (24x24)
- Gift Table (6' Linen & Skirted Table)
- Guestbook Table (30" Cocktail Table)
- Display Table (6' Linen & Skirted Table)
- Dessert Station (2- 6' Linen & Skirted Table, Napkins, Plates, Forks, & Cake Cutting Fee)
- Head Table (5- 6' Linen & Skirted Table)
- Guest Tables (72" Rounds Linen)
- Set Up & Tear Down of Included Items

## MEETING ROOM 4/5/6

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**Capacity:** 300

**Includes:**

- Water Station (1 Station with Refills)
- Dance Floor (24x24)
- Gift Table (6' Linen & Skirted Table)
- Guestbook Table (30" Cocktail Table)
- Display Table (6' Linen & Skirted Table)
- Dessert Station (2- 6' Linen & Skirted Table, Napkins, Plates, Forks, & Cake Cutting Fee)
- Head Table (5- 6' Linen & Skirted Table)
- Guest Tables (72" Rounds Linen)
- Set Up & Tear Down of Included Items





## MEETING ROOM 1/2/3

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**Capacity:** 300

**Includes:**

- Water Station (1 Station w/ Refill)
- Dance Floor (24x24)
- Gift Table (6' Linen & Skirted Table)
- Guestbook Table (30" Cocktail Table)
- Display Table (6' Linen & Skirted Table)
- Dessert Station (2- 6' Linen & Skirted Table, Napkins, Plates, Forks, & Cake Cutting Fee)
- Head Table (5- 6' Linen & Skirted Table)
- Guest Tables (72" Rounds Linen)
- Set Up & Tear Down of Included Items

## RIVER ROOM

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**Capacity:** 100

**Includes:**

- Water Station (1 Station w/ Refill)
- Dance Floor (24x24)
- Gift Table (6' Linen & Skirted Table)
- Guestbook Table (30" Cocktail Table)
- Display Table (6' Linen & Skirted Table)
- Dessert Station (6' Linen & Skirted Table, Napkins, Plates, Forks, & Cake Cutting Fee)
- Head Table (Sweetheart)
- Guest Tables (72" Rounds Linen)
- Set Up & Tear Down of Included Items

# Plan

## YOUR DAY

### WEDDING PLANNING CHECKLIST

#### 12-10 Months Before

- Secure ceremony and reception venues
- Start planning the guest list
- Book vendors
  - o Photographer
  - o Videographer
  - o Florist
  - o Decorator
  - o Planner
  - o Entertainment
  - o Baker
  - o Hair & Make Up
  - o Transportation
  - o Officiant

- Start building wedding website

#### 9-6 Months Before

- Reserve hotel blocks
- Take engagement photos
- Send "save the date"
- Secure wedding day attire

#### 5-3 Months Before

- Finalize menu
- Order invitations

#### 2 Months Before

- Mail invitations

#### 1 Month Before

- Apply for marriage license

#### 2 Weeks Before

- Review final RSVP list
- Final guarantee and payment due to Grand River Center

### RECEPTION TIMELINE

Planning a wedding can be overwhelming. However, the help of our experienced Event Managers and staff, the day can be organized and stress-free!

Here is an example of what a reception at the Grand River Center could look like. The details below are only suggestions. If you have any concerns about timing, we would be more than happy to answer your questions and offer our professional recommendations!

- Cocktail hour start time  
(allow 45-60 minutes)
- Doors open to room  
(15-20 minutes prior to introductions)
- Arrival of wedding party  
(30 minutes prior to introductions)
- Introduction of wedding party  
(10 minutes)
- Cake cutting  
(5 minutes)
- Welcome / Blessing prior to dinner  
(5 minutes)
- Dinner  
(45 minutes)
- Wedding cake to guests  
(station or served)
- Dance begins
- Last Call  
(30 minutes prior to reception end time)
- Reception end time

# EVENT SPECIFICS

## Deposit

A non-refundable deposit of 20% of the food and beverage minimum is required upon signing the contract and will be applied towards the minimum.

## Final Payment

Final payment for your event must be received (5) business days before your event. A credit card authorization must be kept on file to guarantee all final charges. Should overpayment occur, the Grand River Center will process refunds of the difference to be issued within 30 days.

## Final Guarantees

A minimum guarantee of the number of guests to be served is required by 12:00 pm, noon, five (5) business days prior to the first function of the event. Events that begin on Saturday or Sunday will be due six (6) business days before, at 12:00 p.m., noon. À La Carte orders require a guarantee for the quantity ordered of each food item on the order. If this number is not received, your original estimates will be considered the final guarantee and you will be billed accordingly. The number is not subject to reduction. Meals will be prepared for your final guarantee. We will provide additional seating and settings for 3% over the guarantee, to a maximum of 30 settings. OVG360 reserves the right to make substitutions to the menu to serve your additional guests.

## Menu Pricing

All listed menu prices are subject to change. OVG360 will not guarantee price quotes more than 6 months prior to the event date.

## Insurance

All events are required to carry liability insurance for each event. See your sales manager for further information.

## Management Fee

**All catered events are subject to a 22% Management Charge. The entirety of this Management Charge is the sole property of the food/beverage service company or the venue owner/operator, as applicable, is used to cover that party's costs and expenses in connection with the catered event and the administration of the event (excluding employee tips, gratuities, and wages), and is not charged in lieu of a tip or gratuity. The Management Charge is not a tip or gratuity, nor is it purported to be a tip or gratuity, for any employee who provides service to guests (e.g., wait staff employee, service employee, service bartender, and the like), and no part of the Management Charge will be distributed (as a tip, gratuity, or otherwise) to any employee who provides service to guests.**

## Additional Information

In compliance with Iowa State Law, all alcoholic beverages must be supplied and served by OVG360. In accordance with state regulations, we reserve the right to request a photo ID of any person to verify their age and to refuse service to underage and intoxicated persons. Alcoholic beverages may not be removed from the Grand River Center. There is a two (2) drink maximum per person, per transaction.

# PREFERRED VENDORS

## MUSIC/DJ

### Sam Day Music

563.513.7492

sdaymusic1@gmail.com

### Alexxus Entertainment

563-590-5815

Mike@alexus.com

## DECOR

### Inside Decor

563-582-0202

idecor@yousq.net

### Second to None

(563) 557-7212

## BAKER

### Candle Ready Cakes

(563) 845-0794

### Sprinkled Confections

(563) 590-1219

hello.sprinkledconfections@gmail.com

## FLORAL

### Handpickd (Just for You)

563.590.6546

fresh@handpicked4u.com

## PHOTOGRAPHER

### Christina Ney Photography

hello@christinaney.com

## OTHER

### Dreamland Collectibles

Dreamlandcollectibles@aol.com

### Adam's Dance Connection

563-845-9729

akiefferdance@yahoo.com

### Trolly's of Dubuque

(563) 552-2896

trollysofdubuque@gmail.com

### Officiant - Sherri Sherman

(563) 564-6014

sherrisherm@gmail.com