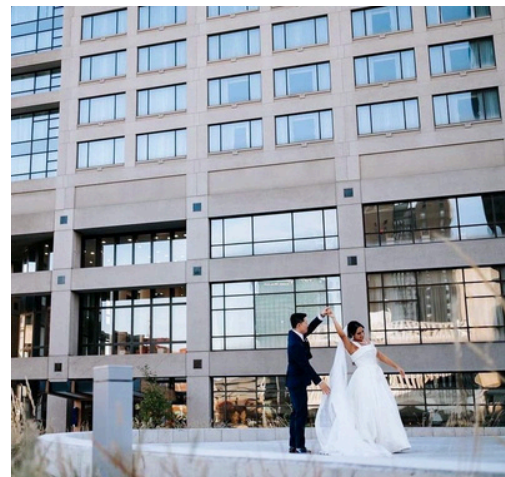


WEDDING GUIDE



GLASS CITY CENTER

401 JEFFERSON AVE
TOLEDO, OH 43604
419.321.5037

WEDDINGS



BALLROOM

Our ballroom seats up to 800 guests (without dancefloor and stage), but can be broken down into three separate sections, each seating 150-200 depending on layout.

Rental rates are listed below:

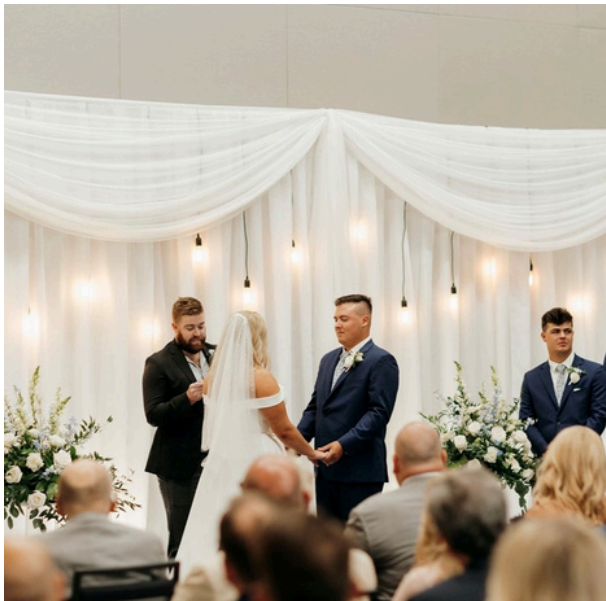
One Section	\$1,750
Two Sections	\$2,800
Three Sections	\$3,100

Access to the Ballroom the day before the event is 50% of rental rate upon availability.



INCLUDED IN RENTAL

- All tables & seating
- Dance floor
- Auxiliary Table Linens (black, white or navy)
- Vendor Power
- Digital Signage
- Easels
- Black Pipe and Drape
- Rope and Stanchion
- Staging 24'W x 12'D x 2'H



Contract will reflect a single room set.

- Signature on final ballroom set up is required by licensee 72 hours, 3 business days prior to event.
- Any changes after the 72-hour limit may incur an additional labor charge.
- Business hours are Monday through Friday 8:00 AM to 5:00 PM.
- Event insurance required.



WEDDINGS



GLASS CITY CENTER

STAGING

(FOR STAGES LARGER THAN 24'W X 12'D X2'H)

6'W x 8'D 2'H Riser (Carpet or Vinyl) \$25.00 each

PATRON SERVICES

Coat Check 4 hr. minimum Starting at \$20.00/hr.
2 ushers minimum

Security Agent 4 hr. minimum Starting at \$26.00/hr.



IN-HOUSE CATERING

Exclusive catering services provided by AVI FoodSystems.

Minimum rates are listed below:

One Section	\$10,000
Two Sections	\$15,000
Three Sections	\$20,000

INCLUDED

Head table champagne toast

Linens - black, white, navy

*We do not provide table center pieces.



WEDDINGS



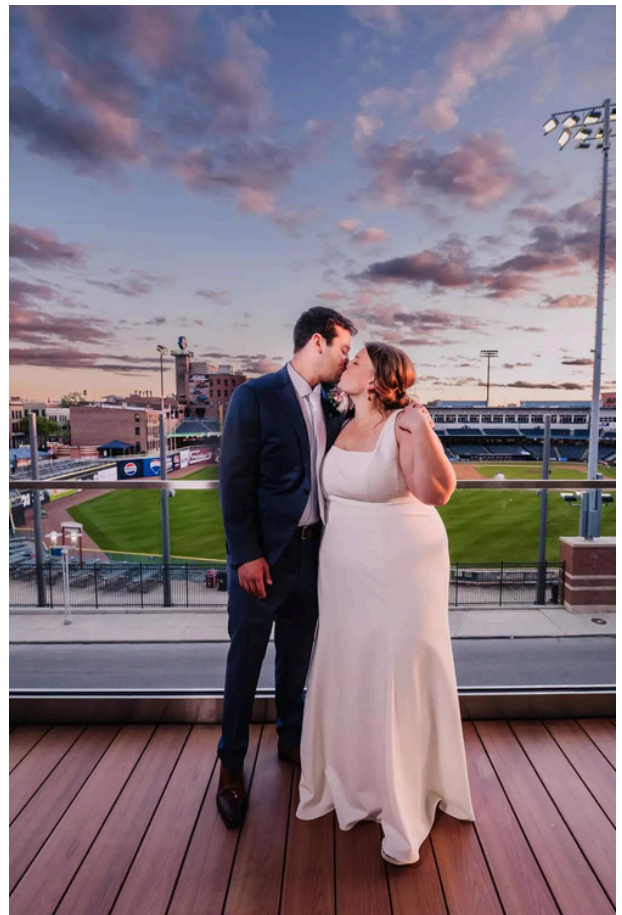
AUDIO VISUAL

Markey's is the preferred in house provider of audiovisual rentals and services for Glass City Center. A separate inquiry is required.

PARKING

Parking can be arranged through Kwik Park and Top Hat Valet.

Office phone: 419-327-2500



Photographers: Sally O'Donnell Photography (Top Left) , LuckyBird Photography (Bottom Left + Right)



The Knot



F A Q S

Can we bring in outside catering? AVI is the exclusive caterer for the building. If you are looking for something specific, your AVI sales manager can work with you on creating a menu.

Does AVI supply bartenders? Yes, AVI has their own bartenders and serving staff.

Is my event coordinator also my wedding planner? No, your event coordinator is the GCC's planner who handles your venue logistics.

Will the event coordinator be there the day of the wedding? Yes, the event coordinator will be onsite the day of the wedding to help ensure all goes smoothly.

Can we bring in our own wedding cake? AVI Foodsystems does allow an outside dessert to be brought in for weddings.

Where can my vendors load in? We have a loading dock on our first floor that vendors can utilize with a freight elevator to load their equipment in and out.

Do you have a Bridal Suite? We offer meeting room space that can function as a suite, though they are not equipped with mirrors for getting ready.

Can you host the ceremony too? Yes, we can host the ceremony as well in either a section of the ballroom, or outside in the Susan R. Reams Plaza, depending on the amount of guests attending! (Ballroom C up to 400, Pavilion up to 170)

Do rates vary from week days to weekend days? No, our rates are set in place and do not vary by day.

Can we hang things from the ceilings? We can accommodate that, but as a union building, we are required to hire union labor for any suspending work. This will be scheduled through your event coordinator.

What happens if the parking garage is full? If the parking garage fills up, we will direct guests to the Commodore Perry parking garage as an alternative. All parking is managed by KwikPark.