

WEDDINGS



GLASS CITY CENTER

BALLROOM

Our ballroom seats up to 800 guests, but can be broken down into three separate sections, each seating up to 150 guests including dance floor and riser.

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.**

STAGING (FOR STAGES LARGER THAN 24'W X 12'D X 2'H)

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

PATRON SERVICES

Coat Check <i>2 ushers minimum</i>	4 hr. minimum	Starting at \$18.00/hr.
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

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