



## THE “THINK BIG” WEDDING UPGRADE

This upgrade is ideal if you want to use all of our optional add-ons and eliminate the need for outside rentals and (most) vendors. It does not include catering or food-related services, because we have found that some of our renters want to use all of our extras, but with food provided by another caterer or restaurant. We’d be happy to put together a fully inclusive quote if you’d like our catering, as well.

As a token of our appreciation for your extra support, we discount the room rental rate (not the extras) by 25% for events with at least \$2,500 in catering ordered.

Day(s) and Time	5 Hour Event (recommended for reception)	7 Hour Event (recommended for ceremony & reception)	THINK BIG UPGRADE: use all of the extras
Monday - Thursday evening	\$1,000	\$1,300	+\$4/person
Friday or Sunday evening	\$1,300	\$1,500	+\$4/person
Saturday or Sunday daytime, (event ends before 6:00PM) or holiday Monday	\$1,200	\$1,400	+\$4/person
Saturday night April - November	\$1,500	\$1,700	+\$4/person
Saturday night Winter Special December - March	\$1,300	\$1,500	+\$4/person

The “Think Big” upgrade includes 5 hours for decorating and 1 for break-down, in addition to the event hours.

Additional clean-up time after 1:00AM (beyond one hour of clean-up) is charged at \$150/hour.

Total upgrade price will be based on the final guest count (determined by the number of chairs we are asked to set up). Because we supply both items and staff based on the number of guests we are asked to set up for, we unfortunately cannot discount the rental after-the-fact for seats that remained empty.

The goal of this package is to help renters limit the number of outside vendors and rental items. It leads to some increased expenses on our end, including staffing, laundering, and equipment. The \$4/person covers all of this and we hope you will find that is more cost-effective than using outside vendors for the same items. Prefer NOT to use it all? Again, just start with “Clean Slate” rates and add only what’s needed!

Please view following page for a list of what is included.

## INCLUDED ITEMS & OPTIONAL ADD-ONS

Item	Clean Slate Add-on Price	Think Big Add-on Price	Description
Tables and Chairs	Included	Included	Set-up, use, and break-down of up to 30 sixty-inch round banquet tables, assorted rectangular tables, and 300 padded black banquet chairs.
Linens	\$5/linen	Included	Floor-length cloth linens: black or white. Ask us about additional color options. Includes placement of linens on tables.
Cloth Napkins	50 cents / piece	Included	Cloth napkins in basic black or white. Ask us about additional color options. Includes placement of napkins.
Chair Covers	50 cents / piece	Included	White chair covers. Chair sash rental can be coordinated via UTEC (additional fee)
Place Settings	\$1/person	\$1/person	Includes ceramic dinner and appetizer plates and steel flatware. Does not include glassware. This is not included in either package option because it often is provided if an outside caterer is hired. <b>PLACE SETTINGS AND FULL DISH SERVICE IS INCLUDED IF UTEC IS CATERING.</b>
Ice from industrial ice maker	Included	Included	Unlimited supply of ice during event
Additional decorating or clean-up hours	Included: 3 hrs decorating, 1 hour clean-up.	Included: 5 hrs decorating, 1 hour clean-up.	Additional time: \$50/hour. Additional clean-up time AFTER 1AM: \$150
Bridal Dressing Room	Included	Included	Private dressing area for bridal party
Additional space for cocktail hour	\$100 - \$200	Included	Includes additional staff to change room from ceremony to reception set-up, as well as use of cafe for cocktail hour.
AV Items and Services	\$300 full package	Included	Overhead lighting and uplights set to match your wedding colors, optional white string lights across reception area, 20 foot projection screen and digital projector, use of sound system and microphones. AV tech to set up all of the above, and stay as needed to manage playlists, etc.
Cleaning Services	Included	Included	Post-event janitorial services (often next day).