



Wedding Guide

From today until your day, we do!



UPPER IOWA
— UNIVERSITY —

Ceremonies



Andres Atrium

The Andres Atrium features a beautiful, well lit ambiance with floor-to-ceiling windows. The curving staircase frames the setting and is great for group photos.

Seating for 100 guests allows for an unconventional and beautiful ceremony space.

Daily rental fee \$300

Student Center Atrium

The Student Center Atrium features a large, open floor plan. Floor-to-ceiling windows provide great natural lighting.

Seating for up to 260 guests. This space also has an in-house sound system.

Daily rental fee \$300



Ceremonies



Grace Meyer Square

Host your outdoor wedding ceremony in Grace Meyer Square with the Peacock Water Feature as a picturesque backdrop. This outdoor space can accommodate up to 200 guests. Sound and power options available as well. Adjacent to the Student Center Ballrooms for your complete wedding event!

Daily rental fee \$300

Path of Pines

The Path of Pines provides a romantic setting that is perfect for ceremonies. With seating for up to 150 guests, this space can be configured in a number of different ways. For those couple who loves the outdoors and enjoy the convenience of our event planning services, this is the ceremony venue for you!

Daily rental fee \$300



Peacock Pond

A scenic backdrop featuring large fields of grass and woods in the distance. The pond's fountain makes for a more elegant experience. Included in the Peacock Pond venue is a park shelter, electrical outlets, and a gravel road for car access.

Daily rental fee \$300



Receptions

Student Center Ballrooms

Our student center ballrooms offer a modern reception space that can accommodate large parties or small, intimate settings. The space can be configured for a maximum capacity of 400 people including an open dance floor! The ballroom features projection capabilities, wireless microphones, and sound system. The ballroom also offers a stage, which is ideal for highlighting the wedding party! The upper lobby area is included in the rental of the Ballrooms and provides a fun atmosphere for your bar and hors d'oeuvres.

Daily Rental Fee \$700



Rehearsal Dinners

Rehearsal Dinner Menu Options

Harvest Bounty—\$17.79/person

Traditional Mixed Green Salad, Buttermilk Mashed Potatoes, Sauteed Dill Green Beans, Choice of Herb Roasted Turkey or Baked Ham, Southern Biscuits with Butter, Apple Pie and choice of Beverage.

All American Picnic—\$13.99/person

Fresh Country Coleslaw, Grilled Hamburgers and Hot Dogs with Garnish Tray. Home-Style Potato Salad, House-Made Kettle Chips, Assorted Cookies and Brownies and choice of Beverage.

Tasty Tex Mex—\$15.79/person

Beef or Chicken Fajitas served with Shredded Cheddar and Sour Cream accompanied by Tortilla Chips, Salsa, Mexican Rice, Charro Beans, Cinnamon Crisps, and choice of Beverage.

Brown Sugar Ham—\$14.79/person

Honey and Brown Sugar Ham served with choice of Buffet Starter, two Sides, and Dessert accompanied by Dinner Rolls with Butter and choice of Beverage.

Taste of Spain—\$15.79/person

Paprika Chicken and Braised Pork served with a Mesclun Salad with a Shallot Sherry Vinaigrette, Rosemary Sea Salt Flatbread, Spanish Rice, Steamed Asparagus, Lemon Cheesecake Bars, and choice of Beverage.



Andres Atrium

The Andres Atrium features a beautiful ambiance in a well-lit atrium with floor-to-ceiling windows.

Seating for up to 60 guests

Dinner Rental \$75



Student Center Atrium

Seating for up to 80 guests. This space also has floor-to-ceiling windows, and open floor plan, and an in-house sound system.

Dinner Rental \$75

Bar Options

Sample Bar Menu

Bud Light

Budweiser

Michelob Ultra

Coors Light

Busch Light

Merlot

Pinot Grigio

Cabernet Sauvignon

Moscato

Chardonnay

Black Velvet

Smirnoff Vodka

Seagram's 7

Bacardi

Jack Daniels

Malibu

Tanqueray Gin

Absolut Vodka

Crown Royal

Sales must equal:

- \$250 for first 2 hours
- \$100 for next hours
- A bartender fee of \$50 per hour will be assessed if sales are not met.

If you choose to include a bar at your event, all alcohol sales and service are exclusive to UIU and we customize the bar to work for you!

Choose from:

Cash Bar

Drink Tickets

Hosted Bar

Or a combination! We can also include a specific timeframe to ensure you stay within budget.



Only persons 21 years of age are allowed to consume alcoholic beverages and individuals will be asked for identification. Upper Iowa University reserves the right to refuse service to anyone. Alcoholic beverages may be consumed and limited to the immediate event space (i.e. Ballrooms and Upper Lobby). No alcohol can be brought on campus privately. Upper Iowa University reserves the right to confiscate any contraband alcohol brought into the facility.

Menu Options

Salad & Dressing

Garden Salad

Caesar Salad

Summer Berry Salad

Main Course

Chicken Cordon Bleu

Breaded Pork Cutlet with Cranberry Glaze

Bacon Wrapped Pork Tenderloin Citrus Glaze

Filet Mignon with Mushroom Ragout*

Filet Mignon with Pepper Sauce*

Ribeye Steak*

Montreal Salmon

Shrimp Casino

*add \$1 per person

Side Dishes

Seasonal Vegetables

Golden Cheddar Mashed Potato

Loaded Mashed Potato

Roasted Red Potatoes

Rice Pilaf

Confetti Rice

Kid's Meal

\$7.99 per plate

Chicken Nuggets

Mac and Cheese

Salad and Roll

Vegetable

Single Entrée Meal \$18.99

Two Entrée Meal \$20.99

All menus include:

Salad & Dressing

Main Course

Two Sides

Dinner Rolls

Coffee & Water

Other Included Amenities:

China Service

Basic Linen Tablecloths

Basic Linen Napkins

Upgraded linens available upon request for a separate fee.



Décor Rentals

Décor Items:

Tall Eiffel Tower Vase.....	\$2.50 each
White Eiffel Tower Vase.....	\$1.50 each
Tall Bubble Hurricane.....	\$3.00 each
Genie Vases.....	\$1.50 each
Asst. Tall Candle Holders.....	\$0.50 each
Narrow Cylinder Vase.....	\$0.50 each
Narrow Rectangle Vase.....	\$0.50 each
Small Bubble Vase.....	\$1.00 each
Cylinder Vases.....	\$1-\$3 each
Chargers.....	\$0.50 each
<i>(Silver, Gold, and Black available)</i>	
Small Square.....	\$1.00 each
Mosaic Hurricane.....	\$0.50 each

Fluted Hurricane.....	\$0.50 each
Rose Vases.....	\$0.50 each
Flat Bowls.....	\$0.50 each
White Swirls.....	\$5.00 each
Mirror Tile.....	\$1.00 each
Succulent Pyramids.....	\$5.00 each

Equipment

Large Sound System.....	\$200
Small Sound System.....	\$100
Uplights.....	\$10 each
Additional Stage.....	\$20/section
Weighted Keyboard.....	\$40



Linen Rentals

BBJ Linens

www.bbjlinen.com

“We elevate event experiences with artfully designed and curated linen collections to make celebrations worthy of your story.”

Enhance your event with specialty linen rentals from BBJ Linens. We order your chosen linen products and return the linens following your event. Eliminate the hassle of ironing, steaming, washing, and folding!



Check with us for your special customer discount!

Utilities/Contract

Insurance

The renter is liable for any damage done to University property or equipment during their event. Proof of Liability Insurance is required for all Renters. The Renter shall procure and maintain in full force during the term of the contract, bodily injury and property damage liability insurance under a standard comprehensive general liability policy, including contractual liability, which shall provide a minimum limit of \$1,000,000 (one million) for any one occurrence and evidence of umbrella coverage in an amount not less than \$1,000,000 (one million). Upper Iowa University shall be named as Additional Insured in all required contracts of insurance pertaining to a use of a University Facility. A Certificate of Insurance (COI) must be filed with Upper Iowa University within 10 (ten) working days prior to the event.

Deposit & Payment

A booking deposit is required to confirm your event date. The signed contract must be returned with a non-refundable deposit of 50% of the total room rental fee, plus 7% sales tax, no later than 2 (two) weeks after it is sent to the Renter. If the contract is not returned within the 2 (two) week, period the facilities may be released. The contract issued must be signed by the Renter. A final bill with room rental, catering, bar charges, linens, miscellaneous fees (including but not limited to: UIU property damage or excessive cleaning), and taxes submitted to you within 7 (seven) days of the event; the remaining balance is due upon receipt.

Use of Property

Set up of tables and chairs, easels, podiums, bar/lounge area is included as agreed upon by the Renter. The audio/visual options vary based on the specific rental space. Please consult the Events Manager for more details on your chosen space. Events requiring additional staff coverage will be billed at \$40 an hour for our professional staff and \$30 an hour for non-professional staff. If multiple rooms are booked, 1-2 hours are deducted from Staff Coverage Hours for each additional room booked.

Decorations

The rental facility will be unlocked, set-up and available for decorating 2 hours prior to event start time the day of the event. If the Renter wishes to obtain access to the space for the days surrounding the event, additional rental fees will apply. Wedding security rental includes a 2 hour access the day prior to the wedding. If applicable, the table linen will be in place for decorating; china and glassware will be set up prior to meal service. The Renter will be responsible for all damage directly related to decorating. Decorations should in no way damage the building or wall covering. The following are not permitted to be used for decorating:

- Adhesive, nails, screws or other attached items on the walls or ceilings
- Confetti, glitter, rice, birdseed or any other small sprinkle items
- Live evergreen trees
- Open flame candles

Fresh flowers are permitted in the facility; however, no refrigeration will be available. Deliveries by decorators, florists, etc. must be coordinated with the Event Manager. The Renter is responsible for removing all decorations and other items that were brought into the facility by the Renter. Any decorations remaining after the event will be disposed of. Excessive cleaning fees will be assessed if items are not removed by the Renter at the conclusion of the event.

Cancellation

In the event that the Renter cancels the event more than 2 (two) weeks prior to the event, Renter shall incur no additional charges aside from the non-refundable deposit. If the Renter cancels the event less than 2 (two) weeks prior to the event, Renter shall be liable to Upper Iowa University for all charges incurred by the University to the date of the event and the rental fee as liquidated damages, unless the facility is reassigned to another Renter under the same terms as those contained in this agreement. In the event of non-use (a no-show) by the Renter, the Renter shall be liable to Upper Iowa University for all charges incurred and the rental fee as liquidated damages.

Additional Services

Changing Rooms

Rental rates for changing rooms start at \$50 daily and include spaces for wedding party preparations.

Shuttle Service

Utilize our UIU shuttle service for your event! Basic package includes 4 hours of service and unlimited mileage for \$400. Shuttle capacity is 12-14 people.

Bathroom Attendant

An attendant will ensure toilet paper, soap, and paper towels are stocked and the bathroom is kept tidied. No additional fees for this service.

Preferred Vendors

Searching for the perfect vendor for your event? Ask our staff for a list of preferred vendors!

Security

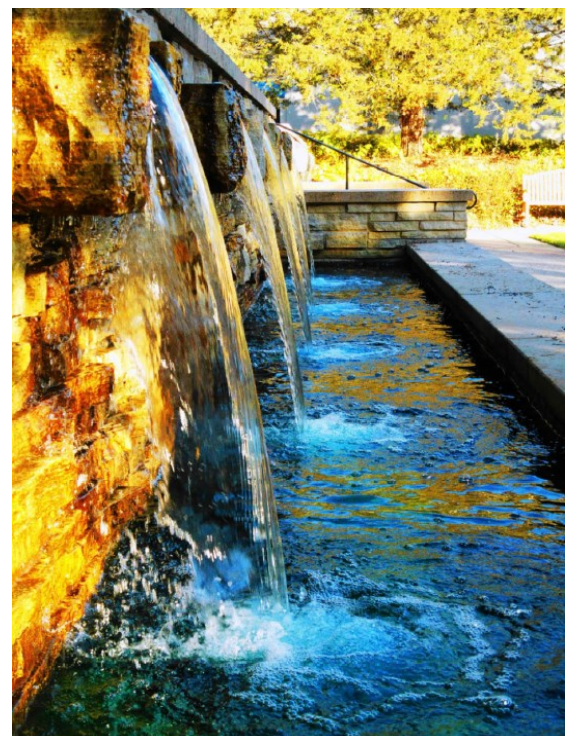
Security can ensure a drama-free wedding and peaceful atmosphere. Security can be provided if the couple feels it is necessary.

Lactation Room

A place where a nursing mother can express breast milk for her baby. The room will be private and shielded from view of the general public. There is no extra fee for this space.

Printing Services

Contact our UIU Print Shop for your invitations, place cards, programs and more! Quality print services that are budget friendly!
Call 563-425-5303 today!





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