



*The Possibilities are Endless...*





*Designed for Any Event... Dedicated to Your Wedding*







Congratulations on your Engagement! Thank you for considering The Gillespie Conference and Special Event Center as the venue for your dream wedding. We deliver the ultimate wedding planning experience, personalized service and individual attention for your special day! Our staff of professionals will transform your dreams into a reality. We believe that perfect weddings & events don't just happen; they are planned and serviced to perfection!

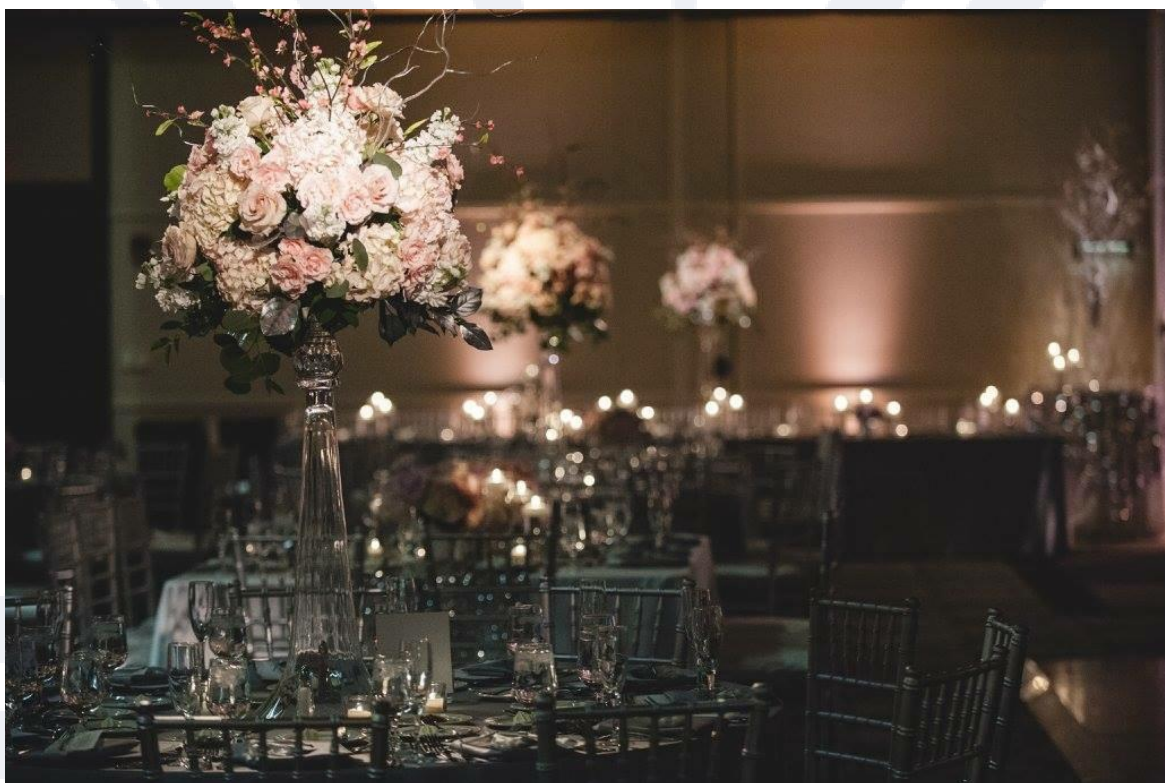
We welcome the opportunity to show you our elegant ballroom and outdoor garden that can accommodate up to 500 guests to create a truly memorable occasion!

Let us share our experience and expertise as we work with you to make your dream wedding a reality. Call me today to schedule a private tour of our beautiful property and to discuss the many possibilities. Happy wedding planning!

Best wishes,  
Allison Lewis – Special Event Sales Manager  
Gillespie Special Events Team

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*All Prices are Per Person unless otherwise noted. All Pricing is subject to Indiana State Sales Tax (7%) and Service Charge (22%).*





Photo by Josephiney Photography





## *The Garden*



The Garden is a perfect ceremony location located adjacent to our ballroom. The space features a built in aisle leading up to a rounded alter and water fountains. After celebrating your marriage ceremony head inside for cocktail hour in our indoor pre-function space.

Having a traditional or religious wedding? Utilize the beautiful garden as your cocktail hour location with high and low bistro tables, stationary and butler passed Hors D'oeuvres, and an open bar. If you want an outdoor space for your friends and family to celebrate your upcoming wedding, the garden is an intimate gathering space for any wedding festivities; a place to host your rehearsal dinner or can be used as a send off the next morning to serve a delicious brunch.

The possibilities are endless.

## *Food & Beverage Minimums*

**The Food and Beverage Minimum for each section of the Ballroom must be met before the 22% service charge and 7% sales tax are applied.**

The Food and Beverage Minimum for the Ballroom is as follows:

### **Entire Ballroom** (Parlors A, B, C, D, & E)

Recommended for Weddings up to 500 guests

Fridays & Sundays: \$10,000.00

Saturdays: \$12,000.00

### **Two Sections of the Ballroom** (Parlors A & B)

Recommended for Weddings up to 150 guests

Fridays & Sundays: \$6,000.00

Saturdays: \$8,000.00

### **One Section of the Ballroom** (Parlors C, D, & E)

Recommended for Weddings up to 100 guests

Fridays & Sundays: \$3,000.00

Saturdays: \$4,000.00

Ballroom Sections Parlor A & B must be booked together, which includes the Terrace Garden as well. Ballroom Parlor C, D, & E is sold as one section of the Ballroom.

SEE PROPERTY MAP ON PAGE 19 AS REFERENCE.

## *Reserve Your Date & Payments*

The Gillespie requires an advanced deposit of \$2,000.00 to hold the ballroom for your wedding; this deposit is applied to your balance and is non-refundable. The second deposit of 50% (half the anticipated revenue less the advanced deposit) is due six months before your wedding. Final payment is due along with your final guest count five business days before your wedding.

## *Ceremony*

If your ceremony and reception are both held at the Gillespie Conference and Special Event Center there is an additional set up/tear down fee of \$500. If you are only having your ceremony, there is a \$1000.00 fee.

## *All Wedding Packages Include*

Chef's Table Tasting to select your unique wedding menu  
 Special Events Sales Manager to work with you throughout the planning  
 process including the day of the event  
 Dedicated bridal captain in charge of insuring the bride and groom are  
 treated like royalty  
 Private Cocktail Reception for Bridal Party  
 2 nights of deluxe overnight accommodations for the night of the wedding  
 and night before reception  
 Sweet Surprises in the Bridal Suite  
 Hors D'oeuvres for Cocktail Hour  
 (1 Stationary & 5 Butler Passed)  
 5 Hours of Premium Open Bar  
 Plated or Buffet Meal  
 Complimentary Cake Cutting  
 Cake Served on Painted Plates  
 Champagne Toast for all Guests  
 Coffee Station Displayed After Dinner  
 Dance Floor  
 3 Votive Candles on Each Guest Table  
 Set Up & Tear Down  
 White, Ivory, or Black floor length linens  
 Colored Napkins  
 Group guestroom rates for your family and friends at  
 The Hilton Garden Inn or The Inn at Saint Mary's  
 Complimentary parking  
 Discounts on the bridal shower & rehearsal dinner, if booked in addition to  
 the reception



## *Hors D'oeuvres*

### **Select 1 of the Following Beautifully Displayed Stationary Hors D'oeuvres**

Seasonal Domestic Fresh Sliced Fruits  
Imported and Domestic Cheese with Assorted Breads

~Or~

Charcuterie Display  
Selection of Preserved Foods, Specialty Cured Meats, Cheeses, Select Breads

### **Choice of 5 Butler Hors D'oeuvres**

The following are listed as examples of amazing creations we are able to offer:

Buffalo Chicken Bites  
Cucumber with Everything Cream Cheese and Smoked Salmon  
Bacon Wrapped Brussels  
Chicken and Waffle Bite  
Spinach and Artichoke in Phyllo Cup  
Mini Chicken Bacon Ranch Tacos  
Spanakopita  
Chicken Sofrito Bite  
Mini Street Corn  
Blueberry Manchego Bite

### **Upgraded Hors D'oeuvre Options:**

Bacon Wrapped Scallops +\$2.00/person  
Mini Crab Cakes with Remoulade +\$3.00/person  
Beef Tenderloin with Tomato Jam on Crostini +\$2.00/person



## *Open Bar Service*

### **Premium Tier 5 Hour Open Bar - \$35.00/person**

SPIRITS: Titos, Tanqueray Gin, Bacardi, Sauza Hornitos, Jack Daniels, Dewars, Captain Morgan, Buffalo Trace

BEERS: Bud Light, Miller Light, Yuengling, Corona, Gumball Head, Bells Two Hearted, White Claw

WINES: Canyon Road: Merlot, Cabernet, Pinot Grigio, Pinot Noir, Chardonnay, Moscato, White Zinfandel

19 Crimes Specialty Blend, Noble Vines Rose, Rodney Strong Sauvignon Blanc, Chateau Ste. Michelle Riesling

4 Hour Open Bar - \$33.00/person

6 Hour Open Bar - \$38.00/person

### **Top Tier 5 Hour Open Bar- \$42.00/person**

SPIRITS: Ketel One, Bombay Sapphire, Bacardi, Patron Silver, Makers Mark, Glenlivet Founders Reserve, Crown Royal, Jack Daniels

BEERS: Bud Light, Miller Light, Yuengling, Corona, Gumball Head, Bells Two Hearted, White Claw, Red Bull  
Bride and Groom Choose 1 Beer of Choice\*

WINES: Louis Martini Cabernet, Chateau St. Michelle Merlot, William Hill Chardonnay, Decoy Merlot, Decoy Sauvignon Blanc, Rodney Strong Rose, Chateau Ste. Michelle Riesling, Rodney Strong Pinot Gris

\*Beer of Choice – Please inform your Special Event Sales Manager if there was a certain beer that you would like to see!

4 Hour Open Bar - \$40.00/person

6 Hour Open Bar - \$45.00/person

### **Minors Bar Pricing - \$12.00/person**

*All guests between the ages of 4 and 20 would be counted towards your Minors Bar Count.*



## *Plated Dinner Package*

*Plated dinner prices includes 1 stationary and 5 passed hors d'oeuvres, champagne toast for all guests, choice of one salad, starch and vegetable, rolls & butter, freshly brewed regular and decaffeinated coffee, hot tea, as well as complimentary cake cutting.*

### **Choice of 1 Salad**

The following are listed as examples of amazing creations we are able to offer:

**Garden Salad-** Spring Mix with Rainbow Carrots, Heirloom Tomatoes, and Cucumber topped with Toasted Pepitas dressed with your choice of homemade herb buttermilk ranch, Italian, or French dressing

**The Berg-** Baby Berg Lettuce with Apple Wood Smoked Bacon, Blue Cheese Crumbles, Cheddar, Heirloom Tomatoes dressed with Herb Buttermilk Ranch Dressing

**Berry Salad-** Spring Greens with Fresh Raspberries, Blackberries, topped with an Goat Cheese, Candied Walnuts dressed in a Raspberry Champagne Vinaigrette

**Arugula Salad-** Shaved Parmesan, Scallions, Black Pepper Puff Crouton, Candied Pistachios, Lemon Vinaigrette

**Gala Apple-** Baby Kale Blend mixed with Shaved Brussels topped with Gala Apple Slices, Cranberries, Pepitas (Pumpkin Seeds), Candied Pecans and Dressed with Creamy Dijon Dressing

### **Choice of up to 2 Entrees**

The following are listed as examples of amazing creations we are able to offer:

~Peppercorn Encrusted Beef Tenderloin with Sheri Cream Demi~

~Bacon Wrapped Chicken stuffed with Spinach and Feta with a Garlic Cream Sauce~

~ Pickled Brined Chicken Rubbed with Mustard topped with Caramelized Shallot and Honey Beer Sauce~

~Butter Grilled Salmon with Lemon & Dill~

~Combination Entrée of Beef Tenderloin and Cranberry and Chive Stuffed Chicken~

### **Starting Entrée Package Pricing is as Follows:**

**Chicken - \$45.00/person**

**Stuffed Chicken - \$48.00/person**

**Beef - \$50.00/person**

**Chicken & Beef Duet - \$53.00/person**

**Fish & Seafood – Market Price**

**Vegetarian - \$35.00/person**

\*Please ask your Special Event Sales Manager for Market Pricing and available options!

All Prices are Per Person unless otherwise noted. All Pricing is subject to Indiana State Sales Tax (7%) and Service Charge (22%).

## *Buffet Dinner Package*

*Buffet Dinner Prices includes 1 Stationary and 5 passed Hors D'oeuvres, champagne toast for all guests, buffet menu, rolls & butter, freshly brewed regular and decaffeinated coffee, hot tea, as well as complimentary cake cutting.*

### **Buffet Package #1 – Started at \$50.50/person**

Served Choice of Salad  
 Choice of Up to 2 Entrees  
 Pasta with Fresh Tomato Basil Sauce  
 Choice of Vegetable  
 Choice of Starch  
 Assorted Rolls with Butter  
 Freshly Brewed Regular & Decaffeinated Coffee

If you choose to have your buffet served by attendants, there is a \$100.00 per server attendant fee. It is estimated for Gillespie to provide 3-4 attendants per buffet line. If your guest count exceeds 150 guests, 2 separate buffet lines may be necessary.

### **CHILDREN'S PACKAGE**

*The Children's Wedding Package is designed for children 4 years to 12 years. The packages include Hors D'oeuvres and Entrée Choice. Special requests are welcome.*

### **Choice of One of the Following Plated Entrees - \$10.00/person**

Chicken Tenders  
 Buttered Pasta  
 Grilled Cheese

Included Sides:  
 Choice of Fruit Cup or Apple Sauce  
 French Fries

### **Children's Buffet Pricing – ½ Off the Chosen Adult Buffet Pricing**



## *Package Enhancements*

### **SWEET**

**Dessert Table** - Price Based on Options Selected

Assortment of up to 3 Desserts—Possible options include:  
Macarons, Gourmet Cookies, Mini Cupcakes, Tartlets, Cheesecake

**Sweet & Salty Bar** - \$8.00/person

Chocolate Covered Pretzels, Kettle Chips, Chocolate Candies, house made  
Honey Caramel  
Corn

**Mini Powdered Donuts** - \$2.00/person

**Assorted Fresh Donuts/ Donut Wall** - \$3.00/person

Donut Wall rental—\$75 fee

**Chocolate Covered Strawberries** - \$3.00/person

**Ice Cream Cart** - \$7.00/person

Choice of 3 Flavors

**Strawberry Garnish for Champagne Glass** - \$1.50/person

### **SAVORY**

**Chicken Fingers with Dipping Sauces** - \$3.50/person

**Mini Filet Sliders** - \$5.00/person

**Mini Pulled Pork Sliders** - \$3.50/person

**Mini Burgers with Burger Fixings** - \$3.50/person

Build your Own

**Mini Chicken Sandwich** - \$3.50/person

**Soft Baked Pretzel Bites** - \$2.00/person

Cheese & Mustard

**Quesadillas with Fixings** - \$5.00/person

**Hot Wings** - \$4.25/person

Celery & Dipping Sauces

**French Fry Bar** - \$5.00/person

**Mashed Potato Bar** - \$6.00/person

Smoked Gouda, Roasted Garlic, Fontanilla,  
Assorted Fixings

## *Package Enhancements Cont.*

### **BAR ENHANCEMENTS**

#### **House Wine with Dinner**

Canyon Road Wine - \$30.00/bottle

See your Special Event Sales Manager for a complete wine list.

#### **Signature Drink**

Please see your Special Event Sales Manager for ideas and pricing.

#### **Bloody Mary Bar - \$4.00/person**

Adding to existing bar package, includes mix and garnishes

Includes Attendant Fee

#### **Mimosa Bar - \$2.00/person**

Adding to existing bar package, includes Oranges and Pineapple Juices

Includes Attendant Fee

## *Rehearsal Dinner*

### **REHEARSAL DINNER**

All Rehearsal dinners include choice of 2 Hors D'oeuvres, your choice of salad, up to two entrees, dessert, rolls & butter, freshly brewed Regular & Decaffeinated coffee, Hot Teas and iced tea.

Chef will select the appropriate seasonal accompaniments to complete your entrée selection(s). Buffet options are available as well.

See your Special Events Sales Manager for details.



## *Send Off Brunch*

*A special way to end a perfect weekend... send your guests off in style  
With a gourmet breakfast!*

### **AMERICAN BREAKFAST BUFFET**

Fresh Sliced Fruit with Seasoned Berries

Scrambled Eggs

Bacon and Sausage

Home Fried Potatoes

Assorted Freshly Baked Breakfast Pastries

Freshly Brewed Regular & Decaffeinated Coffee, Hot Teas and Assorted Juices

\$22.00 per person

#### **Upgraded Breakfast Options:**

Yogurt & Granola +\$2.00/person

Pancakes & Syrup +\$2.00/person

French Toast +\$3.00/person

Belgium Waffles +\$4.00/person

Country Fried Steak +\$5.00/person

Bagels & Assorted Cream Cheese +\$3.00/person

Bagels & Salmon Lox +\$5.00/person

Biscuits & Gravy +\$4.00/person

Country Ham Steak & Gravy +\$3.00/person

Live Omelet Station + \$13.00/person

\* If a live Chef Omelet Station is requested, there is an additional labor fee of \$100.00 per Chef.

# General Information

## FOOD AND BEVERAGE

All food and beverages are provided exclusively by the Gillespie Conference Center & Bistro 933.

Any outside food and beverages are not permitted without prior consent from the Sales Manager. No outside alcoholic beverages are not permitted in any of the onsite banquet facilities. Failure to comply may result in a penalty charge (based on current menu pricing) for those items. We reserve the right to confiscate and dispose of these items at our discretion.

Consumables for buffets and/or receptions will only be available for consumption one (1) hour following the contracted service time. Consumables provided are to be consumed during the event and may not be removed from the property. No to-go containers may be provided. The Gillespie Conference Center reserves the right to charge a surcharge of \$250.00 per event for any buffet ordered for less than 25 people.

Conclusion of open/cash bar will indicate the conclusion of the event, unless otherwise contracted.

Bar packages/selections must be finalized at least two (2) weeks prior to the event.

**All pricing is subject to change based on current market value.**

## OPEN BAKERY POLICY

Special event cakes (wedding, birthday, anniversary, etc.) may be provided by an outside vendor. Proof of insurance, retail merchant license, and any pertinent board of health certificates should be provided upon request.

## GUARANTEES

The guaranteed head-count shall be communicated to our office five (5) business days prior to the event. Reduction in the number of guests will not be permitted once the guarantee is made.

Additional guests may be added up to three (3) days prior to the event. Substitutions in meal choice may be necessary due to the increased guest count. All charges will be based on guaranteed number of guests, or actualized counts (whichever is greater).

Room layouts are due five (5) business days prior to the start of the event. An additional fee (up to \$250.00) will be applied to layout changes that occur within one (1) day prior to the event or after event setup has occurred.

## SERVICE CHARGE AND TAXES

22% service charge and 7% sales tax will be applied to all charges including food, beverages, audio visual, etc.

## FACILITY FEES

Rental charges apply to all rooms. Banquet rooms are credited based on the volume of food and beverage ordered. Please refer to your specific contract for your rental agreement.

Function start times and conclusion times are strictly enforced. Decorating or additional time must be contracted in advance.

When renting large items, such as photo booths, chairs, or chandeliers, please confirm the delivery and pick up times with your Sales Manager. If Gillespie staff is requested to set up and tear down said items, such as rented chairs, additional labor fees will be assessed.

## *Frequently Asked Questions*

### HOW MANY SECTIONS OF THE BALLROOM WILL I NEED?

The answer to this question varies as it depends on several factors such as: having a band or DJ, a served or buffet style dinner, etc. On average the ballroom capacities are as follows: One section = up to 100 guests, two sections = up to 150 guests, three sections = up to 500 guests.

### WILL I GET TO TASTE THE FOOD BEFORE THE WEDDING?

The Gillespie invites the Bride and Groom to participate in a Chef's Table Tasting. At the Chef's Table, the Gillespie's Executive Chef prepares different appetizers, salads, and entrees not seen on a standard menu. Each Wedding at the Gillespie has a unique and seasonal menu, so the options in this packet are used as a reference unless an item is specially requested. The goal of the Chef's Table is to introduce the brides and grooms to the Chef, in addition to "tasting the talent" that we can provide to you. The Chef's Tables go in succession based on the wedding date.

### ARE WE REQUIRED TO PROVIDE SECURITY?

The Gillespie Conference Center is able to provide on site Security for the entire property. You will only be charged if you request security.





## PROPERTY MAP

### Gillespie Conference Center

