



The Possibilities are Endless...



Designed for Any Event... Dedicated to Your Wedding

 *The* **GILLESPIE**



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!

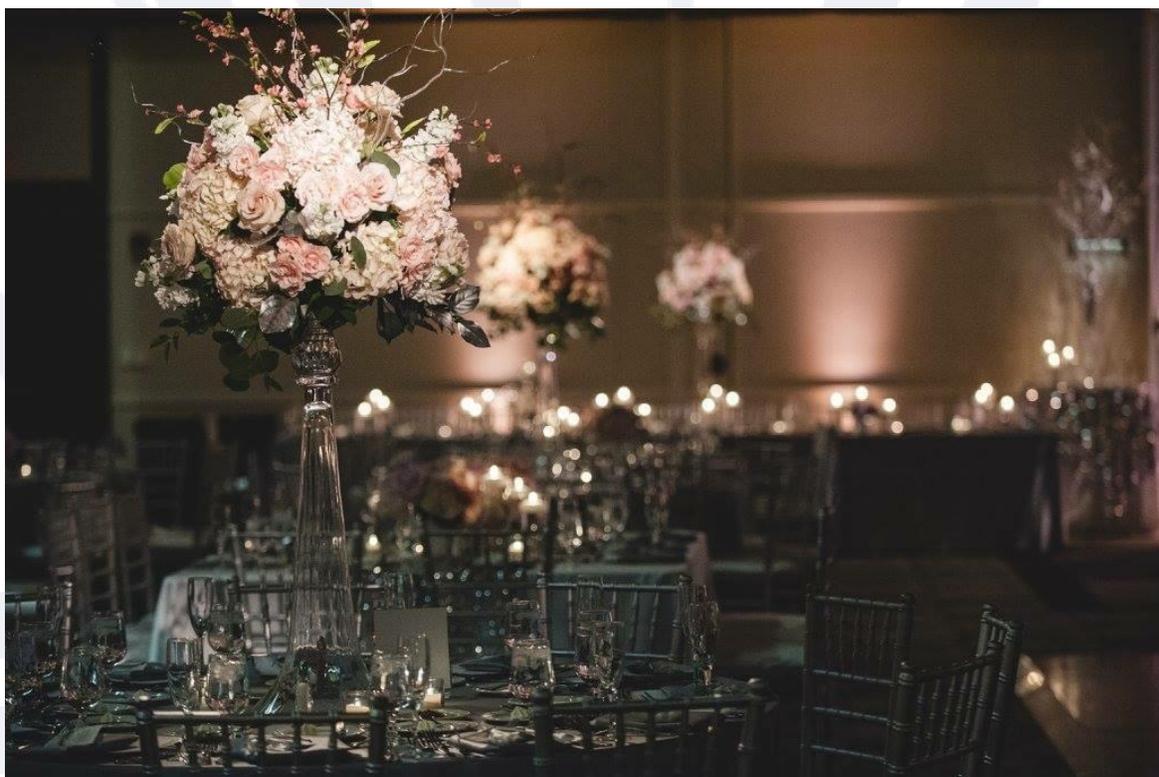
We welcome the opportunity to show you our elegant ballroom and outdoor garden that can accommodate up to 500 guests to create a truly memorable occasion!

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 Limon – 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 altar and water fountains. After celebrating your marriage ceremony head inside for cocktail hour in our indoor pre-function space.

Having a traditional or religious ceremony? 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.

All Wedding Packages Include

Special Events Sales Manager to work alongside you throughout the ceremony and reception planning process, including day of venue coordination

Bridal Captain dedicated to insuring that the bride are groom's requests are granted throughout the night

Private Cocktail Reception for Bridal Party

1 night of deluxe overnight accommodations for the night of the wedding
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

Private Tasting to curate your unique wedding menu

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

Discounted 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

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:

Fleur De Lis Ballroom (Parlors A, B, C)

Recommended for Weddings up to 500 guests

Fridays & Sundays: \$15,000.00

Saturdays: \$17,000.00

Two Sections of the Ballroom (Parlors A & B)

Recommended for Weddings up to 150 guests

Fridays & Sundays: \$10,000.00

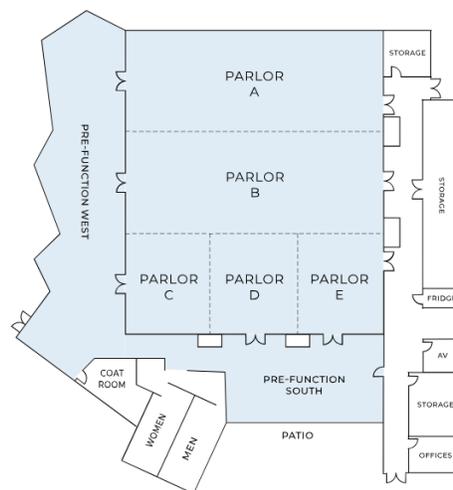
Saturdays: \$12,000.00

One Section of the Ballroom (Parlor C, D, & E)

Recommended for Weddings up to 100 guests

Fridays & Sundays: \$5,000.00

Saturdays: \$6,000.00



Room Rental Fee: Complimentary when the Food and Beverage Minimum has been met.

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.

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 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.

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 items that may be served during your menu tasting:

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

Mini Duck Tostadas with Orange Relish

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

Additional Alternative Upcharge Options are available. Please ask your Special Event Sales Manager for more options.



Open Bar Service

Premium Tier 5 Hour Open Bar

SPIRITS: Titos, Tanqueray Gin, Bacardi, Sauza Hornitos, Jack Daniels, Johnny Walker Black, Captain Morgan, Crown Royal, Jim Beam, Hennesey

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

Top Tier 5 Hour Open Bar

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

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, William Hill Chardonnay, Decoy Merlot, Decoy Sauvignon Blanc, Rodney Strong Rose, Chateau Ste. Michelle Riesling, Sterling Pino Grigio, Moscato, 19 Crimes Specialty Blend

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

Mixers & Garnishes

Mixers and Garnishes are available on all bar tiers.

Bloody Mary Mix, Sweet & Sour Mix, Margarita Mix, Cream of Coconut, Simple Syrup, Ginger Beer, Club Soda, Tonic, Pineapple Juice, Grapefruit Juice, Lime Juice, Coke, Diet Coke, Sprite, Limes, Lemons, Olives, Luxardo Cocktail Cherries

Minors Bar Pricing

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, 5 hour premium tier open bar service, 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 items that may be served during your menu tasting:

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 items that may be served during your menu tasting:

~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~

Plated Dinner Wedding Package Pricing **Starts at \$85.00 per Guest**

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

Buffet Dinner Package

Buffet Dinner Prices includes 1 Stationary and 5 passed Hors D'oeuvres, 5 hour premium tier open bar service, 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

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

Buffet Dinner Wedding Package Pricing

Starts at \$89.00 per Guest

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 Packages

CHILDREN'S MEAL WEDDING PACKAGE

The Children's Meal Wedding Package is designed for children 4 years to 12 years.

The packages include Hors D'oeuvres, Plated or Buffet Entrée, and unlimited non-alcoholic beverages.

Special requests are welcome.

PLATED MEAL SERVICE

Choice of One of the Following Plated Entrees

Chicken Tenders

Buttered Pasta

Grilled Cheese

Included Sides:

Choice of Fruit Cup or Apple Sauce

French Fries

BUFFET MEAL SERVICE

Children may eat off of the selected wedding buffet at a discounted price.

Children's Meal Wedding Package Pricing

Starts at \$24.00 per Guest

Package Enhancements

SWEET

Dessert Table

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

Sweet & Salty Bar

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

Mini Powdered Donuts

Assorted Fresh Donuts/ Donut Wall

Chocolate Covered Strawberries

Ice Cream Cart

Choice of 3 Flavors

Strawberry Garnish for Champagne Glass

Donut Flambé Station

SAVORY

Chicken Fingers with Dipping Sauces

Mini Filet Sliders

Mini Pulled Pork Sliders

Mini Burgers with Burger Fixings

Build your Own

Mini Chicken Sandwich

Soft Baked Pretzel Bites

Cheese & Mustard

Quesadillas with Fixings

Hot Wings

Celery & Dipping Sauces

French Fry Bar

Mashed Potato Bar

Smoked Gouda, Roasted Garlic, Fontanilla,
Assorted Fixings

Nacho Bar

Package Enhancements Cont.

BAR ENHANCEMENTS

Wine Table Service

Bottled Wine on Guest Tables

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

Adding to existing bar package, includes mix and garnishes

Mimosa Bar

Adding to existing bar package, includes Oranges and Pineapple Juices

Additional Bar Garnishes

AUDIO VISUAL ENHANCEMENTS

Names or Static Photo Displayed - \$100.00

Custom Colored Cove Lighting - \$300.00

Alternating Custom Colored Cove Lighting - \$450.00

Colored Cove Lighting to Change During Event - \$500.00

PACKAGE 1: Names or Static Photo & Custom Colored Cove Lighting - \$300.00

PACKAGE 2: Names or Static Photo, Custom Colored Cove Lighting, and 14 Custom Colored Up Lights (Recommended for Parlors A&B) - \$720.00

PACKAGE 3: Names or Static Photo, Custom Colored Cove Lighting, and 16 Custom Colored Up Lights (Recommended for Full Ballroom) - \$780

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.

Rehearsal Dinner pricing starting at - \$45 per person

Send Off Brunch

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

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

Send Off Brunch Package Pricing

Starts at \$22.00 per Guest

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 Event Center.

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 Event 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 ten (10) 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 ten (10) 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 two (2) days 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 items, such as photo booths, chairs, or chandeliers, please confirm the delivery and pick up times with your Sales Manager. Any décor or equipment hung from the ceiling must be provided by an approved vendor. All outside rentals are subject to a \$1.00 per item handling fee.

Frequently Asked Questions

HOW MANY SECTIONS
OF THE BALLROOM
WILL I NEED?

This 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, along with up to 4 guests, to participate in a Private Menu Tasting. At the Tasting, 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 Tasting is to introduce the brides and grooms to the Chef, in addition to "tasting the talent" that we can provide to you. Tastings are scheduled 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.

