

# WEDDING GUIDELINES AND POLICIES

## Reserve Your Day

Your deposit and signed contract are required to secure your date and event space. In all cases, your deposit will be applied as a credit in full toward your final bill.

You will have access to your reserved space no earlier than **(6)** hours prior to the scheduled start time of your event. If you have a significant amount of decorating and wish to request earlier access, we will be happy to accommodate whenever possible, however, additional fees may apply. Please ask your event planner for more information.

## Plan Your Day

Decisions are never easy. We offer a wide variety of food and beverage options designed to compliment your taste as well as your budget. A private tasting with our Banquet Chef will help you make that choice.

**Your day is a day of celebration and hopefully a safe one for you and your guests. Purdue Memorial Union Catering and Events is committed to providing a safe and secure environment where guests can enjoy alcohol in a responsible manner. Licensed and regulated by the State of Indiana, we will comply with all regulations governing the sales and service of alcoholic beverages as well as the policies of Purdue University. Please review the "Responsible Alcohol Service Commitment" page for additional details. All Alcohol Request and Commitment Forms must be completed, signed and submitted at least one month prior to your event.**

Decorations and favors will definitely make your wedding unique! Please help us comply with safety codes by ensuring there are no open flames at your event. Additionally, party favors and decorations which contain flammable substances require a State of Indiana exception. Therefore, notifying your event planner of your decorating plans as soon as possible will help ensure approval and avoid a last-minute surprise or disappointment.

All personal and rented items must be removed at the conclusion of your event.

All weddings will be charged a \$100.00 fee for our basic sound and lighting services. If you have specialized needs your event planner can help you to determine what is needed and what, if any, additional charges apply.

## Confirm Your Plan

**One month prior to your day**, you should confirm your timelines, menu selections, special dietary needs or requests. We cannot guarantee the availability of menu items selected within 30 days of your event. One-half of your estimated bill will be due at this time.

## Finalize Your Details

**Eight business days prior to your day**, the final attendance guarantee is due, along with your seating chart, special dietary needs, and identification of guests under the age of 21. You will be billed for you guaranteed number or the actual number served, whichever is greater. Purdue Memorial Union Catering and Events cannot ensure menu or staffing availability should your numbers increase after the guarantee due date. If no guarantee is provided by your due date, the most recent attendance figure on record will automatically become your guarantee.

**The remainder of your estimated bill is due at this time.** Credit Card authorization will be required and any outstanding charges, incurred on the day of your event, will be applied post event.

Visa, American Express, Master Card, Discover or personal checks are accepted.

Friday and Sunday Weddings receive a 10% discount.

All prices are effective as of July 1, 2014.