

SOUTHWEST MINNESOTA STATE UNIVERSITY

# Wedding Packages

SCHEDULING AND EVENT PLANNING OFFICE  
(507) 537-7110 | [SCHEDULING@SMSU.EDU](mailto:SCHEDULING@SMSU.EDU)  
1501 STATE STREET, MARSHALL, MN 56258



# DETAILS



## CAPACITY

- 380** Upper Ballroom using round tables\*
  - 450** Upper Ballroom using rectangle tables
  - 150** Lower Ballroom using round tables\*
  - 225** Lower Ballroom using rectangle tables
- \*preferred set up

## CATERING

Chartwells is our exclusive catering partner. Two-meat meal options start at \$22.95 per plate, buffet and plated options available. Tastings are available upon request.

## TABLE SETTINGS

Black and white table clothes and napkins are included in the package. Colored table cloths and napkins are available for additional cost. Full china place settings with metal silverware are included in the catering package.

## ALCOHOL

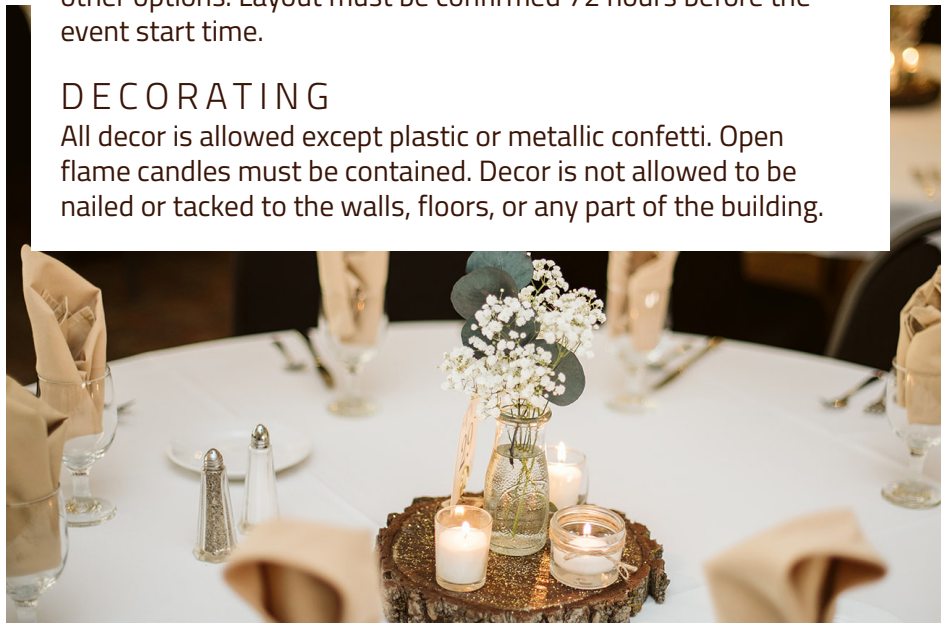
Alcohol arrangements are a separate transaction from your facility rental and catering due to the type of liquor license SMSU holds. We walk you through the process of how alcohol is procured from local liquor stores and served by trained bartenders. Bar services for wedding receptions at SMSU must be hosted socials instead of cash bars. We are mindful of controlling your costs. If there is alcohol service during the dance we require that some sort of food be served at approximately 10 p.m. There are a variety of snack food options for you to choose from.

## TABLES AND CHAIRS

All tables, chairs and setting up of the room is included in the cost. Seating options include: 6, 8, and 10-person round tables or 6-foot rectangle tables. We also have socializer tables and other options. Layout must be confirmed 72 hours before the event start time.

## DECORATING

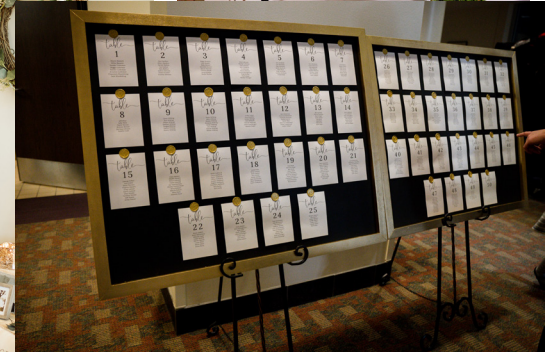
All decor is allowed except plastic or metallic confetti. Open flame candles must be contained. Decor is not allowed to be nailed or tacked to the walls, floors, or any part of the building.





## DESSERT

Desserts from outside vendors are allowed and encouraged.



## SPACES

Facilities include the ballroom, lobby (for guest book/gift table, buffet lines, bar, etc.), a private room for your use, tables and chairs, head table staging and backdrop draping, dance floor, and a dedicated event manager on site during the entire reception to make sure everything is the way you want it.



## LOCATIONS

There are locations available on campus for photos, outdoor ceremonies, indoor ceremonies, and receptions. Additional fees are charged for a room reconfiguration between ceremony and reception.



## DANCE FLOOR

A parquet dance floor provides the perfect space for your wedding dance. Up to 576 square feet of flooring can be placed wherever you wish within the room to make your floor plan perfect.

# PREMIUM PRIME TIME PACKAGE

Access to the room for decorating at 12 noon on Friday (earlier if possible)

## Pricing:

**Upper Ballroom \$1,190.00**

**Lower Ballroom \$660.00**

### Includes:

- Ballroom
- Lobby of ballroom
- Tables
- Chairs
- Dishes
- Silverware
- Backdrop draping
- Podium
- Private Room
- Designated event manager
- Staging to raise the head table off the floor
- Dance Floor
- House projection system for video on slide show projection
- Laptop computer to control video feed
- House sound system
- Wireless microphone

# STANDARD PRIME TIME PACKAGE

Access to the room for decorating at 8 a.m. on Saturday

## Pricing:

**Upper Ballroom \$742.50**

**Lower Ballroom \$495.00**

### Includes:

- Ballroom
- Lobby of ballroom
- Tables
- Chairs
- Dishes
- Silverware
- Backdrop draping
- Podium
- Private Room
- Designated event manager
- Staging to raise the head table off the floor
- Dance Floor
- House projection system for video on slide show projection
- Laptop computer to control video feed
- House sound system
- Wireless microphone



# Ready to Book?

## DEPOSIT

Once the selected date is confirmed, you will receive a 10 day reservation. You will receive an estimated cost of the facility, equipment, and personnel charges for the reception. Within those 10 days you must return the contract with a deposit of 50% of the estimated cost of the facility, equipment, and personnel costs. When the signed contract and payment are received, your date is fully reserved.

## LIABILITY INSURANCE

Provision of a certificate of liability insurance is required for all events. If liquor is being served, the certificate must also expressly state that the policy includes host liquor liability coverage. The required coverage amounts are \$2 million per occurrence and \$2 million aggregate coverage. You may be able to attain this coverage through homeowner's policy (or parents' homeowners' policy for younger couples), often an umbrella policy is added to reach the required levels. Not all homeowner insurance policies allow for this portability to cover events like a wedding reception. If yours doesn't, we have other sources through which you can secure the coverage needed.

EMAIL [SCHEDULING@SMSU.EDU](mailto:SCHEDULING@SMSU.EDU) OR CALL (507) 537-7110  
TO RESERVE YOUR DATE TODAY!

