



Photos courtesy of Chasing Amity Photography

5th East Weddings

by
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EVENTS

5 EAST WEDDING PACKAGE

\$4,500 REHEARSAL & DAY-OF VENUE RENTAL

- Venue Staff Person (see page 3 for details)
- 2 hour access to the Upper Room (only) for rehearsal
(access is depending on schedule - not guaranteed night before rehearsal time)
- Access to Main Street Room day of event from 11 AM to 11 PM (last song at 10 PM)
- Private Bridal Suite access day of event with complimentary coffee & soda
- Groom Room access prior to ceremony only, with complimentary coffee & soda
- Access to Upper Room for Ceremony or Cocktail Hour
- Screen and Projector (Main Street Room Only)
- Sound System with Microphones in Main Street Room
- 12, 5' round tables in Main Street Room
- 3, 6' banquet tables in Main Street Room
- 100 chairs (maximum occupancy) in Main Street Room
- 2 farmhouse tables and vintage furniture placed around the Main Street Room
- Linen for all guest and food tables (Ivory or Black)
- Standard centerpiece of your choice: Wood Lanterns, Glass Cylinders, Mason Jars
- Wooden Arbor (Upgrade to Metal Hexagon Arbor for \$75)
- Setup and teardown of all tables, chairs, and linen
- Trash removal and room sweep
- 1 complimentary 30 minute walk through with venue staff prior to event day (6-8 weeks prior to event)

ADD ONS | UPGRADES

\$1000 Guaranteed Main Street Room Access Day Before Event:

Give yourself more time to prep for your wedding day! We cannot guarantee that the Main Street Room will be available to you the evening before your wedding, unless you book the space in advance. If you add on the guaranteed Main Street Room access, you get 12 hours in the Main Street Room, and can use the time to decorate the space for your wedding day, bring/leave items that you need for the wedding day, rehearse, etc. Otherwise, no decorating may be done until your reserved rental time on Saturday. This option is only available for our Friday and Saturday weddings.

\$500 Room Flip with Upper Room for Cocktail Hour (75 guests max)

Do you love the Main Street Room for both ceremony and reception? No problem! We can set the space for a ceremony with theater style seating, and send you upstairs for a cocktail hour while our staff flips the room for your ceremony! Please note, if you would like beer and wine at the Cocktail Hour, you will need to add on a bar package. You can also add on appetizers through your caterer! Our staff will tear down the ceremony chairs, and set up our tables, chairs, and linen. If you use centerpieces through 5 East, our staff will set those items. **CLIENT will be responsible for adding any other items to the tables such as additional centerpiece items not provided by 5 East, table numbers, name cards, chargers, plates, silverware, etc.**

Upper Room is only accessible via a staircase. Accommodations will be made for handicap to stay in Main Street Room during the room flip.

ADD ONS | UPGRADES CONT

\$750 Day Of Coordinator (highly recommended)

Don't worry about looking at your watch on your big day, our experienced coordinators will keep you on track so your day proceeds, just like you planned. Our Day-of-Coordinator will take care of working with your vendors day-of, and making sure your day flows according to your timeline they create with you! This upgrade includes 2 1-hour meetings at 5 East leading up to event day to discuss/create your event timeline and make sure your DOC is well prepared to take over your day! This add on is highly recommended in order to have a relaxing wedding day experience! Think of your coordinator as your "Wedding Mom", ready to take on the day with you!

*Client handles vendor contracts, details, and vendor communication leading up to wedding day. HME handles vendors details and communication day-of.

*In addition to having the Day of Coordinator, in our experience, our couples have a much more relaxing and seamless day when they assign a Day-of Point Person to their wedding day! Typically it is best if this is someone that is not already playing a significant role in your day. This eliminates you having to be the one to remember all things required in our contract as far as setting up decor, and tearing down goes.

\$75/Hour Additional Walk Through Dates During Planning Process

When you schedule a wedding with us, we will do a full event space walk through at your site visit prior to contract signing. We will also meet with you at the venue for the contract signing, and would be happy to answer questions at that time. If you choose to add on Day of Coordinator, you will meet with your Coordinator 2 additional times at 5 East to discuss/create your event day timeline. If you did not choose to upgrade to Day of Coordinator, our staff is happy to do a 30 minute venue walk through with you at a scheduled time prior to your wedding day. If you need additional time to meet at the venue with family, friends, vendors, or your personal coordinator, we would be happy to schedule our staff to come in and meet with you at the weekday rental rate of \$75/hour, and you will have full access to the building during that time. Our staff will be with you to answer any questions that may come up during that time.

5 EAST WEDDING PACKAGE DETAILS

VENUE RENTAL

5 East can accommodate up to **100 attendees**. With our bridal package, you will have access to the Upper Room for 2 hours the evening before your scheduled event (not guaranteed for Sunday weddings) for a rehearsal. You will also have access to the Upper Room, Main Street Room, and the Bridal Suite the day of your event for 12 hours. The door will be unlocked for you to begin adding your personal items and decor at 11 AM, and all of your personal items and decor must be removed and the room left the way you found it by 11 PM.

BRIDAL SUITE

Get ready with your Bridal party in 5 East's Bridal Suite! The suite features a dramatic gold trimmed mirror, vanity seating for hair and makeup, and a couch and chair set. Enjoy the complimentary beverage station with coffee and soda while you get ready with your friends and family. Bar Packages can be added on for an additional fee. Maximum capacity for the bridal suite is 10 persons. You will have access to this room for the full 12 hour rental.

GROOM'S ROOM

Enjoy ping-pong, smart TV, and the complimentary beverage station with coffee and soda while you get ready with your friends and family. Bar Packages can be added on for an additional fee. Maximum capacity for the Groom's Room is 10 persons. You will have access to this room for up to 6 hours, pre-ceremony. Prior to the start of the ceremony, all items must be removed from the Groom's Room, and placed in our office, or in the Bridal Suite. The room will be locked and there will no longer be access to the Groom's Room once the ceremony begins.

VENUE STAFF

At all times during your rental, a 5 East Staff member will be on site to answer any questions you may have regarding the venue.

LINEN

Add a clean finish to your reception with our polyester linen! We offer linen in two beautiful colors: Black and Ivory included in our package. Forest Green, Navy Blue, and Light Pink are available upon request for round tables only for an additional \$2 per linen.

CENTERPIECES

Choose from a variety of centerpiece options offered at 5 East. We provide the basic centerpiece, you provide the added decor pieces (i.e. LED candles, greenery, florals, etc). It is important to understand that 5 East staff will not be responsible for setting up or tearing down centerpieces outside of the centerpiece items used from our collection.

SETUP AND TEARDOWN

Staff will setup all tables, chairs, linen, and 5 East centerpiece items prior to your arrival. Once your wedding concludes, staff will handle tearing down tables, chairs, and linens, as well as take out trash and do a room sweep. Clients will be responsible for removing all personal items and decor before the scheduled end time, including but not limited to, food, florals, centerpieces, etc, and placing all trash inside the trash recepticals provided in the Main Street Room. We require a Day of Point Person be assigned by the couple to over see your set up and tear down.

ARBOR

Our wood arbor is beautifully constructed and is sure to make a statement at your ceremony. You can also add your own personal touch of decor to make it your own! All decor added, must be removed by client at the end of the night. **Want an upgrade?** For \$75, make a statement with our gold metal hexagon arbor instead!

5 EAST BEVERAGE PACKAGES

Soda Package -\$3/person

-Coke, Diet Coke, Sprite, Dr Pepper - unlimited

BAR INFO + PACKAGES

-All alcoholic beverages, including champagne, must be provided and served by 5 East and its employees. There is no exception to this Indiana State Law.

-No hard liquor is served or permitted on the property.

-Each bar includes 6 drink options to add to your bar menu (choose from seasonal menu).

-All Cash Bars (guests pay for their drinks) must meet a minimum sale of \$8 PP with Domestic choices or \$10 PP with Craft Beer choices. If minimum is not met, the difference will be charged to the client card on file.

-All alcohol sales accrue an 8% tax (on alcohol only)

-Last call will be at 9:30 PM with all bars closing at 9:45 PM

BAR FEES:

(required for all bars)

-\$200 Bar Set-Up Fee includes ice, cups, napkins, water station, sales tax and delivery charges

-\$50 Bartender Fee

*Additional Charges for guest counts over 100 persons

Option #1: Open Bar

-2 Hours- \$12PP (Domestic Beer + Wine) -2 Hours- \$15PP (Craft + Domestic Beer + Wine)

-4 Hours- \$14PP (Domestic Beer + Wine) -4 Hours- \$18PP (Craft + Domestic Beer + Wine)

Option #2: Cash Bar

(guests pay for beverages, must meet the minimum sales, if min. is not met, client is charged the difference)

-\$5 Wine + Domestic Beer

-\$6 Craft Beer

5 EAST PRE-CEREMONY PACKAGES

Pass the Brew \$8/Person (domestic) \$10/Person (craft + seltzers)

- This packages is **limited to parties of 25 people.**
- More than 25 people requires the \$150 bar set up fee
- Your choice of one beer or one seltzer to be served
- 2 beer or seltzers per person will be iced down and ready to serve
- Each person will receive 2 tokens to be cashed in at the bar

Wine O'Clock \$10/Person

- Your choice of 2 wine options to be served
- 2 glasses of wine per person
- Each person will receive 2 tokens to be cashed in at the bar

Mimosas on Main \$8.50/Person

- Orange juice and champagne will be provided
- 2 mimosas per person
- Each person will receive 2 tokens to be cashed in at the bar

CATERING VENDOR OPTIONS

All Catering Vendors must be approved by the Venue Coordinator prior to the date of the event. A professional catering company is required for all weddings. No drop-off or pickup food service is allowed. If one of the following 3 caterers are chosen, we will waive the \$250 outside catering fee from your invoice.

PRE-APPROVED CATERING VENDORS:

All American Catering Co

Quality food meets competitive pricing at All American Catering. They bring a new level of service to events in Indianapolis and the surrounding areas across Central Indiana.

-allamericancateringcompany.com - (317) 663-4500

Nameless Catering Company

Now celebrating 10 years catering, Nameless is most known at our venue for their pasta and Mexican buffet options.

- namelesscatering.com - (317) 344-8449

Grafton Peek Catering

Since 1999, Grafton Peek has been providing upscale, and casual event services for weddings and special events. The chefs are always willing to customize menus to fit your specific wants and needs!

- graftonpeek.com - Jason@graftonpeek.com - (317) 557-8377

OUTSIDE CATERER CHECKLIST

In order for a Catering Company to be considered, all of the following checklist items must be met. No catering vendor will be approved unless all requirements are met.

Designated Contact Person:

- Must provide a team member to be available prior to event to discuss table needs, approve the timeline, and compare notes

Service Staff Included:

- Setting up and tearing down food line(s)
- Replenishing buffet(s)
- Setting and clearing flatware from tables
- If cake cutting is not provided by caterer, caterer must discuss with client - who is cutting, and who is providing plates and utensils for cake

Non-Alcoholic Options:

- If client did not purchase 5 East soda package, caterer must offer non alcoholic drink options during entire reception including cocktail hour
- Replenishes/ re-stocks stations

Dinnerware/Glassware (disposable or china):

- Supplies all dinnerware/glassware needed for the food and beverage services (or client can provide to caterer to place on the tables or at buffet)
- Person is designated to place all flatware/glassware in location desired by the client
- Removes all flatware/glassware from tables, including disposables

Service Timeframe:

- Must arrive at least 1 hour before food service
- Continues service and replenishing during reception
- Respects client's timeline

Cleanup at Conclusion:

- Must remove all food including cocktail hour food, disposes of all leftovers, and take trash to dumpster on site at 5 East
- Must clean up both kitchens if used, and left in the manner they were found