

We make it easier to say,
"I Do."

Memorable weddings require the most elegant setting, a romantic ambiance and a meticulously planned menu. The experts at the Horizon Convention Center will assist you in planning a beautiful wedding. When planning your reception at the Horizon Convention Center, you will experience fine dining, excellent facilities and our promise of personal attention from our special event planning professionals.

The Horizon Convention Center offers several beautiful rooms, which accommodate everything from intimate ceremonies to grand receptions of up to 1,000 guests. Our ultimate goal is to create a storybook memory for you and your guests. Let us transform your dreams into reality.

We invite you to call and request information and/or arrange a time to visit our facility. If you are interested in reserving a room for your special day, please contact our events team at 765-288-8860 to check availability.

Sincerely,





HORIZONCONVENTION.COM

401 South High St. | P.O. Box 842 | Muncie, Indiana 47308 | PH 765.288.8860

Wedding & Facility Information Sheet

FACILITY INFORMATION

The Horizon Convention Center policy states all guests must be out of the facility by midnight. Any event continuing past midnight, with prior approval from the Director of Sales, will be charged a fee of \$500 per hour, not to surpass 1 a.m. Rental fees include access to the room until midnight, set-up and tear-down of tables and chairs in the room, surface parking and cleaning services.

FOOD SERVICE

You may bring in party favors, cupcakes and wedding cakes; however, food and beverage that does not come from the Horizon Convention Center food and beverage department may not be brought into the facility. Additionally, Delaware County health regulations require that no food or beverage may be removed from the facility.

Please ask your wedding baker to supply you with boxes so you may take home any remaining cake. Uncut cake and cake assembly components will be placed on or below the gift table.

Please note any cake that is cut during the event for your guests will not be boxed by our staff. The Horizon Convention Center will not be responsible for returning items to the baker.

CLIENT RESPONSIBILITIES

- Your DJ/band will act as your emcee for the event. This is one of the most important selections for your event. The DJ/band will be responsible for moving your event along with introductions, cake cutting, dancing, garter toss, toast, etc.
- You will be responsible for advising all guests, including those at the head table, of seating placements.
- Many weddings have a substantial amount of cards and gifts. It is the responsibility of the client to secure the cards and gifts during the event and remove cards and gifts from the facility.
- At the conclusion of the event, it is your responsibility to take all personal items from your event, along with any of your vendors' items, with you. Our staff will leave any personal items or cake/cake cutting items on or below the gift table by the conclusion of your event. The Horizon Convention Center is not responsible for any items left after your event. All of the Horizon Convention Center staff members, including bartenders and servers, are available for assistance throughout the event.

Allow us to assist with and host your...

Rehearsal Dinner: If hosting your ceremony or reception at the Horizon Convention Center, we will provide you with a room, at no extra charge, for your rehearsal dinner. Please see our rehearsal dinner menu for selections.

Wedding Ceremony: The Horizon Convention Center has a variety of room layout options to accommodate the wedding ceremony you have always envisioned.

Wedding Reception: With three large ballrooms, the Horizon Convention Center can accommodate all sizes. By hosting your reception at the Horizon Convention Center, your planning process can be stress-free with our variety of decoration packages and menu selections.

Please ask our event manager for menu information, availability and special discounting for multiple events. We would love to assist you in your planning, just leave the details to us.



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Ceremony & Reception Rates

BALLROOMS

ROOM	CAPACITIES	RENTAL RATE	DEPOSIT
Delaware Hall	Accommodates up to 800*	\$2,000	\$2,000
Delaware Hall (½)	Accommodates up to 400*	\$1,000	\$1,000
Interurban Hall	Accommodates up to 240*	\$1,000	\$1,000
Shared Lobby for cocktails, with rental of a ballroom		\$100	\$100

**Room capacity reflects inclusion of dance floor and/or head table.*

**There is a minimum rate of \$2,000 (excluding room rental) for food when a ballroom is rented on a Saturday or Sunday.*

**Due to sound carryover, both Delaware halls must be rented when hiring a band for your reception.*

SMALL CEREMONY, RECEPTION OR REHEARSAL DINNER ROOMS

ROOM	CAPACITIES	RENTAL RATE	DEPOSIT
Prairie Creek	Accommodates 90	\$300	\$300
Prairie Creek (¾)	Accommodates 80	\$200	\$200
Prairie Creek (⅓)	Accommodates 40	\$100	\$100
White River	Accommodates 70	\$250	\$250
White River (½)	Accommodates 40	\$125	\$125

**There is a minimum rate of \$1,000 for food when Prairie Creek or White River is rented on a Saturday or Sunday.*

**When booking your event, speak with your event manager about booking your free room for hosting your rehearsal dinner.*

**Additional holiday rates may apply.*

**Does not reflect addition of dance floor and/or head table.*

EVENT PLANNING TIME

Three hours of planning time is allotted for each wedding ceremony/reception. One hour is allotted for the initial meeting, one hour for the planning meeting (3 months prior to your event) and one hour for any additional planning. Additional time will be assessed a \$50 per hour fee as determined by your event manager.

YOUR MANAGER ON DUTY IS RESPONSIBLE FOR THE FOLLOWING:

Coordinating with your DJ/band, making sure vendors have delivered items, greeting guests, greeting bride and groom for arrival and getaway, assisting with introductions and ensuring the meal is served successfully. Once dancing begins, your DJ/band will act as your emcee for the event.

WEDDING CEREMONY**Ceremony Fee: \$250**

(Includes rehearsal coordinator, ceremony facilitator, and dressing area on the day of your ceremony)

This fee provides you with a ceremony coordinator for your rehearsal and ceremony. The one-time fee also provides you and your bridal party with a dressing area on the day of your ceremony. The fee is in addition to the room rental and decorations package and has no bearing on the wedding reception. Rehearsals are typically held the evening before your event. In order to have a successful rehearsal, your pastor or officiant must be present. A space in our building for the rehearsal will be provided at no additional cost. However, if you want to secure the same room for the rehearsal as your ceremony, a fee will be applied. Please talk with your event manager about details.



Ceremony Packages

The Horizon Convention Center offers two options for ceremony packages. The items listed below are rental items only and must not leave the premises. These packages are optional. There is no substitution, compensation, credit or deductions available for items willingly removed from a package by the client. 7% Indiana sales tax will be applied to the chosen package.



PLATINUM PACKAGE

\$500

Ceremony stage (4 pc. maximum)
 Decorated wedding arch
 Two 8' columns decorated with tulle, flowers, and uplights
 Two silver floor candelabras with glass chimneys
 One three-light silver unity standing candelabra
 White spandex chair covers and bows with a maximum of 40 for reserved seating (additional chair covers, \$2 each)
 Special lighting for ceremony stage
 Lavalier microphone, mixer & cart

SILVER PACKAGE

\$200

Ceremony stage (4 pc. maximum)
 Special lighting for ceremony stage
 Decorated wedding arch
 Lavalier microphone, mixer & cart

Decoration Packages

The Horizon Convention Center offers two decoration packages to make your reception a beautiful affair. Select either our Platinum or Silver Package to enhance your event. The packages listed below are optional. The items listed are rental items only and must not leave the premises. There is no substitution, compensation, credit or deductions available for items willingly removed from the package by the client. 7% Indiana sales tax will be applied to the final price.

PLATINUM PACKAGE

\$15.00 per guest

Stage for head table
White lights on head table & cake table
Dance floor (sized to attendance)
White, black, or champagne spandex chair covers
Chair bows or bands
Choose from a selection of centerpieces
One 12" round beveled edge mirror on each table
Four glass votives with white candles per table
Floor-length linens (black or white)
Card cage (white bird cage, carriage or silver present)
Silver cake cutting and serving utensils
Two crystal champagne flutes
Napkins in your choice of color
Ice sculpture or light curtains (light curtains only available in Delaware Hall)
4 of the following:
 old fashioned street lamps (4 available)
 7' iron columns with tulle and up lighting (4 available)
 Twinkle Trees (6 available)

SILVER PACKAGE

\$10.00 per guest

Dance floor (sized to attendance)
White, black or champagne spandex chair covers
Chair bows or bands
Four glass votives with white candles per table
Choose from a selection of centerpieces
Floor-length linens (black or white)
One 12" round beveled edge mirror on each table
*White overlays & napkins included.
Color Linens (overlays & napkins) may incur an additional charge

Wedding Rentals

DECORATIONS

Floor candelabras (silver, 4' with candles & floral arrangement)	\$50 each
Standing unity candelabras	\$40
Tabletop candelabras with candles and floral arrangement (silver, 4' tall, quantity 2)	\$40 each
Wooden park bench	\$15 each
7' white pillars	\$15 each
Wedding Canopy (10'x10', decorated)	\$200
Decorated, lighted Arch (white floral or greenery arch)	\$100
White lights on head table	\$10
White lights on cake table	\$10
Card cage (bird, carriage, vintage trunk, clear box or gift)	\$10
Old fashioned street lamps (quantity 4)	\$40 each
Twinkle Trees (quantity 6)	\$100 each
Water fountains (Tabletop, quantity 3)	\$50 each
Light curtains (Delaware Halls only)	\$250 per hall
Custom wall silhouette (with installation)	Request Quote
Royal blue satin and organza table runner	\$10 each
Floor length linens (white or black)	\$15 each
Color Linens	\$5 per table
Color Napkins	\$.25 per napkin

Chair cover (white, black or champagne spandex)	\$4 each
Chair bows/band (black, white, royal blue, red, blush, gold or pewter bows) (burgundy, navy or black bands)	\$1 each
7' iron pillars (with up lighting and white flowers)	\$25 each
Silver or gold charger plates	\$1 each

CENTERPIECES/FLORAL

12" round mirrors with beveled edges	\$1 each
Glass votive cup and candle	\$.50 each
Fresh floral designs	\$25 and up each
Silk flowers with vase	\$15 and up each

STAGING

16' x 8' head table (seats 4-6 people)	\$96
24'x8' head table (seats 6-10 people)	\$144
32'x8' head table (seats 10-14 people)	\$192
24'x24' band stage	\$432
Additional stage	\$.75 per sq foot

DANCE FLOOR

Up to 200 people, 24'x24'	\$288
200+ people, 32'x32'	\$512
Custom dance floor available	\$.50 per sq foot

MICROPHONES/AV

Corded microphone	\$25
Cordless microphones	\$100
Cordless lavalier microphone	\$100
AV Cart	\$18
Screen	starting at \$75
Projector	starting at \$375
Laptop	\$125
Computer audio patch	\$10
Mixer	\$45 & up

MISCELLANEOUS

Room set change fee	
Within 48 hours of event	\$150
Within 24 hours of event	\$250
Cake cutting knife and server	\$10
Champagne flutes <i>(for bride and groom)</i>	\$10
Coat check <i>(maximum 6 hours, 2 attendants)</i>	\$250
Electricity	\$25
Power strip	\$5
Candy table, set-up labor fee <i>(Client must supply own candy)</i>	\$75
Enhanced decorations labor fee	\$50/hour
Security <i>(\$45 per hr)</i> <i>(4 hour minimum, required with host bar)</i>	\$180



Seating Options

ASSIGNED SEATING

Assigned seating is a style in which each guest will be seated at a specific table during the event. This is chosen by the client prior to the event. Place cards are typically used to display the guest's table seating and are made by the client. The advantages of this style are that it is more formal and runs more smoothly at the beginning of the event. The disadvantages are the placement of late RSVPs, guests preferring other seating arrangements, and it is more time consuming for the client. Also, guests tend to get up and move after being seated. This may cause confusion to the wait staff during service.

Responsibilities of the client are as follows:

- Horizon Convention Center must have the place cards by the Wednesday prior to the event with a list of table numbers and the number of chairs at that table.
- The place cards must be in alphabetical order with name and table number.
- Your event manager must have an alphabetized list of guests (with meal selections, if applicable) by the Wednesday prior to the event.
- Horizon Convention Center can provide table numbers in gold or silver frames.

RESERVED SEATING

Reserved seating is a style in which there are a small number of tables reserved. These tables are usually for the family of the client. The advantages of this style are that the family and/or friends can be closer to the bride and groom and the other guests are free to sit where they would like. We recommend reserved seating by specific guest name and prior notification to guests selected for reserved seating.

Responsibilities of the client are as follows:

- Horizon Convention Center must know which tables are to be reserved by the Wednesday prior to the event and can provide table numbers in gold or silver frames.
- If the client provides the frames, Horizon Convention Center must have the reserved frames by the Wednesday prior to the event.
- Please limit reserved seating for immediate family members to less than 20 percent of your total table count. (example: 200 guests=25 tables/max 5 tables of reserved seating)
- The client will need to inform those guests at reserved tables prior to the event to avoid any confusion.

TABLE RESTRICTIONS

Interurban Hall: 5' Round tables with a maximum of eight people per table

Delaware Hall: 6' Round tables with a maximum of ten people per table

Head Table Options

 Head table(s)
  Dance floor
  Cake table

THREE-TIER HEAD TABLE



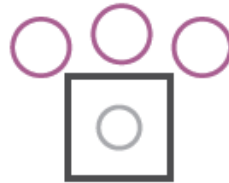
TWO-TIER HEAD TABLE



ONE-TIER HEAD TABLE



SWEETHEART TABLE



SWEETHEART TABLE
WITH BRIDAL PARTY

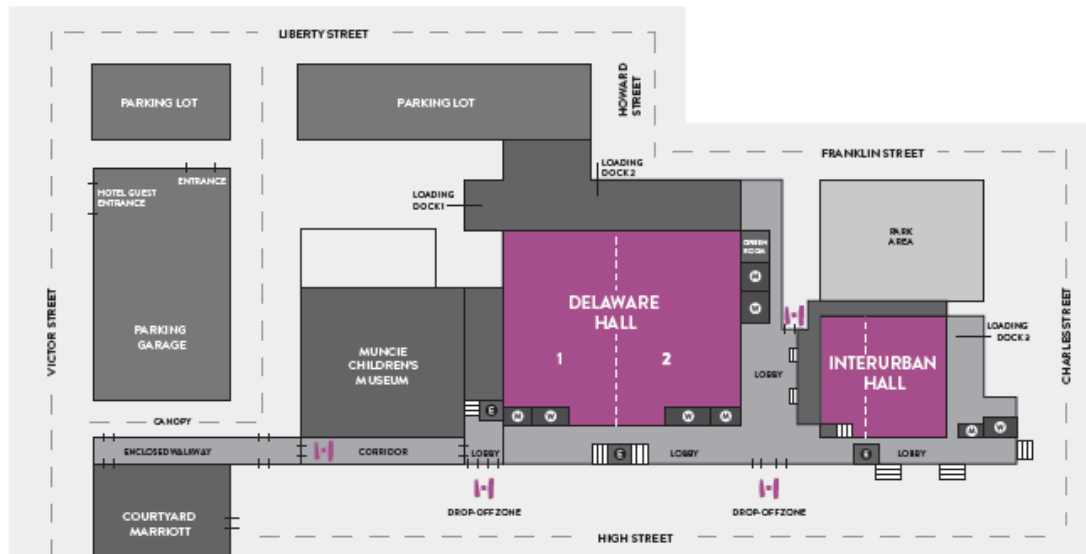
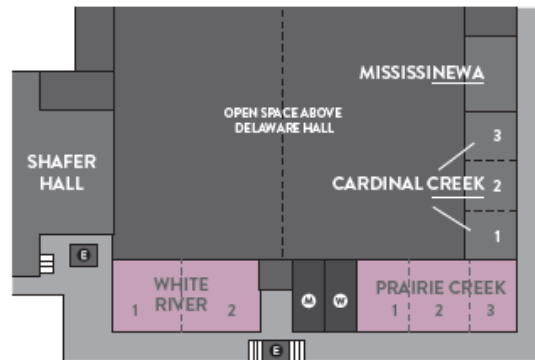


FAMILY STYLE

Floor Plans

First Level (below)
 Second Level (right)

 Ballrooms
 Ceremony, Reception or Rehearsal Dinner Rooms



Policies & Procedures

(Listed in alphabetical order)

1. AMERICANS WITH DISABILITIES ACT (ADA): As a facility of public accommodations, the Horizon Convention Center is sensitive to those with special needs and complies in all respects with the Americans with Disabilities Act (ADA) and regulations issued hereunder.

2. ANIMALS/PETS: For the safety and comfort of all of our clients, animals are not permitted in the Horizon Convention Center, except in conjunction with an approved exhibit, display or performance which absolutely requires the use of the animal. Guide, signal or service dogs (as defined by the Law) are allowed in the Horizon Convention Center. All sanitary needs of animals are the responsibility of the client.

3. AUDIO VISUAL AND DJ SERVICES: The Horizon Convention Center's in-house audio/visual and DJ supplier is AMS Audio Visual Services. An AMS representative is available to you for one-on-one consultation, recommendations and planning assistance. While you may have another DJ bring in a sound system, uplighting, etc., they may only do if they are in good standing with the Horizon Convention Center. AMS is the only vendor from whom you may rent audio/visual items in our facility. Any items rented from AMS will be added to your Horizon Convention Center invoice.

4. BILLING & PREPAYMENT: The Horizon Convention Center requires that all events are prepaid in their entirety before the event date. Final payment is required by ten (10) days prior to your event. In the case of extra charges during your event (additional host bar fees or additional meals), payment will be collected on the night of your event by the manager on duty.

5. CANCELLATION: Cancellation by Licensee of an event covered by the License Agreement will be subject to a cancellation fee as liquidated damages, as set forth in the License Agreement.

6. CAPACITIES: All meeting rooms have a maximum occupancy as set by the City of Muncie Fire Code. The Horizon Convention Center reserves the right to deny further entry into these spaces in order to protect public safety.

7. DAMAGES: There is a \$250 damage deposit for all social events. This is non-refundable if there is damage or we find outside alcohol. If damage is extensive additional charges may apply. The client is responsible for all damages, except normal wear and tear. For accuracy in billing, the Horizon Convention Center representatives and client should inspect all lease space prior to move-in and during move-out to determine existing conditions. A final walk-through will take place at the conclusion of your event. You will be informed of any damages after your event with written reports and photographs.

8. DECORATIONS: The method and location of special installations must be approved in advance by the Horizon Convention Center management. Approval will be determined with consideration of other building guests occupying the facility at the same time.

Decoration guidelines include the following:

- No one may tape, nail, tack or otherwise fasten decorations of any kind to ceilings, painted surfaces, columns, doors, walls or windows.
- Decorations may not block doors, fire extinguishers, sprinklers, emergency equipment signage, emergency exits or lighting systems.
- No one may use adhesive-backed tape, decals or stickers anywhere on the premises. Only professional contractor's or gaffer's tape may be used on HCC's floor and carpeting. Duct-tape, clear "cellophane" or packing tape is specifically prohibited.
- Glitter, confetti and sand may not be used in the building.
- No colored rose petals (real or silk) may be placed down the aisle.
- Only the Horizon Convention Center personnel may move plants, lobby furniture and other Horizon Convention Center equipment in the public areas.
- All pools, decorative fountains, etc. must be waterproofed and will be tested by Horizon Convention Center Facility Manager prior to installation.
- Absolutely no painting will be permitted inside the facility.

As a courtesy to those holding the next event, each client is responsible to ensure the removal of property, equipment, props and other decorations from the building at the end of the leased period. If not, the Horizon Convention Center may exercise the option to discard all items.

9. EQUIPMENT INVENTORY: The Horizon Convention Center equipment such as tables, chairs, stage, dance floor, etc. is available on a first-call basis in current inventory. If necessary for the Horizon Convention Center to supplement its own equipment inventory, rental charges will be passed on to the client.

10. FACILITY ACCESS: The space granted to the client in any License Agreement may be occupied by the client until midnight. Clients wishing to occupy the space outside of the designated time frame may do so; however, hourly fees will be billed to the client. Also, additional room rental fees will be assessed for events held on federal or state holidays.

11. FACILITY HOURS: The hours that the center is open are determined by the events taking place in the building. Business hours for the office staff are 8 a.m. to 5 p.m., Monday through Friday. In addition, the Horizon Convention Center's staff members will be on duty in accordance with the operational demands of the events.

Policies & Procedures Continued

12. FIREARMS: Firearms are strictly prohibited. The only exception is for law enforcement officials or as part of a related firearms show or exhibit. All exceptions must have the authorization of the President and CEO of the facility. Firearms used in conjunction with an exhibit or show must be preapproved and unloaded.

13. FOG/SMOKE MACHINES: Due to sensitivity of smoke detectors, fog/smoke machines are not allowed.

14. FOOD AND BEVERAGE SERVICE: The Horizon Convention Center has its own Food & Beverage Department which is the sole caterer for the facility. No food or beverages (including alcoholic beverages) may be brought into the facility at any time. The client must give the Food & Beverage Department a guarantee at the final meeting. Additional food orders added after eight days prior to event will be assessed an additional fee of \$10 per meal. Specialty meals, i.e. gluten-free or vegan, will be assessed a \$10 fee per meal.

15. HELIUM BALLOONS: If helium balloons are used as part of a display or decoration and become detached, the labor cost to retrieve the balloons will be charged to the client and/or vendor. If balloons are handed out to the public, there will be a flat \$50 fee charged. Helium tanks must be properly secured in a tank cart provided by the Horizon Convention Center. A deposit of \$150 will be required for use of the cart and will be returned in full upon return of the cart.

16. INSURANCE: The Horizon Convention Center requires a Certificate of Insurance naming Delaware Advancement Corporation/Horizon Convention Center as an additional insured in the amount of \$1,000,000. The client must supply this Certificate of Insurance to the Horizon Convention Center no later than 30 days prior to arrival, as outlined in the License Agreement.

17. MANAGER ON DUTY: During the day of your event, there will be a manager in the building. However, please note that it may not be the same event manager that you have worked with previously.

18. PARKING: The Horizon Convention Center has access to over 150 parking spaces in our parking lot adjacent to the facility at no charge. Garage parking operated by the City of Muncie is available for \$1.00 per hour and is free to overnight guests of the Courtyard by Marriott hotel. Parking for trailers, box trucks and RVs require special arrangements at least 30 days in advance of your event.

19. PAYMENT: As a service to our clients, cash, check, money orders, VISA, MasterCard, Discover and American Express are accepted for payments up to \$13,000 per event. All clients must pay their rental deposit according to the Horizon Convention Center License Agreement. The Center requires payment in advance for rental and services.

20. PYROTECHNICS: Horizon Convention Center does not permit pyrotechnics of any kind on the property.

21. ROOM CHANGEOVER: Ballrooms, meeting rooms and convention halls (used for meetings and/or banquets) shall be arranged in theater, classroom, conference, banquet or reception style, one (1) time. Changes to the original set will be charged an additional day rental or a labor charge at prevailing wage rate.

22. SALES TAX: The client is required to adhere to all Indiana State Laws regarding sales tax issues.

23. SECURITY: The Horizon Convention Center reserves the right to require security for any event. All security costs will be billed to the client. Security personnel are \$45.00 per person per hour, with a 4 hour minimum. Security must be provided by the Horizon Convention Center contracted personnel, who have been thoroughly trained in our facility and on our systems. Specific events requiring security include, but are not limited to, events open to the public, events with a host bar and events with valuable contents. Security requirements will be confirmed with the client two (2) weeks prior to the event.

24. SMOKING: Per Indiana and Delaware County ordinances, smoking is prohibited in the Horizon Convention Center, as well as twenty-five (25) feet outside of any public entrances to the Horizon Convention Center.

25. SOUND LEVELS: It is the client's responsibility not to disturb or interrupt other events. Horizon Convention Center event managers will monitor each event's sound level. Events held in Delaware Hall 1 or Delaware Hall 2 with a band must rent both halls due to the sound overflow.

26. TELECOMMUNICATIONS: Telecommunication services are available through the Horizon Convention Center's Facility Director. These services include telephone, LAN, wired and wireless high-speed internet access and are arranged through your event manager.

27. UTILITIES: For safety reasons, installation of all utility services involving electrical or internet/telephone connections must be performed by the Horizon Convention Center. All electrical equipment must meet approved rating of UL (Underwriters Laboratory). The Horizon Convention Center reserves the right to inspect and reject all electrical connections, equipment and facilities that any client uses while in the convention center. The Horizon Convention Center's electrical equipment, such as extension cords, electrical panels, spotlights and fixtures, is not to be removed by exhibitors, show managers, service contractors or any other unauthorized persons. Violators will be assessed an appropriate charge for any removals.

28. VENDOR DROP OFF: When dropping off items (i.e. favors, decorations or flowers), the Horizon Convention Center has a freight elevator (located behind the building near Dock #2) for transporting freight, materials and equipment. Public elevators are for passengers only and may not be used to transport freight, hand trucks or equipment dollies that may cause damage. No freight may be loaded into or out of the main entrance of the convention center.

Planning Process

3-6 MONTHS PRIOR TO YOUR EVENT

Schedule your planning meeting with your Horizon Convention Center event manager. We ask that you review the event planning guide given to you by your event coordinator and email responses to your event manager. After you have emailed these sheets, you will then schedule a planning meeting to discuss the details of your big day.

10 DAYS PRIOR TO YOUR EVENT

Your final meeting with your event manager will be 10 days prior to your event. This meeting will allow time for final review of your room diagram, food selections, timeline and final guest count. In order to make your special day stress-free, you may bring your favors, special toasting glasses, special cake cutting utensils and any other items. Your event manager will then set these items out in their appropriate places for your ceremony and/or reception. (Enhanced decor requires a \$50/hour labor fee.) At the end of the night, the Horizon Convention Center staff will place all items on or below the gift table. It is your responsibility to collect ALL items at the end of the night. The Horizon Convention Center is not responsible for any items left at the facility.

Also during your final meeting, all payments will need to be made for your ceremony and/or reception. The Horizon Convention Center will collect payment for room rental balance, food and beverage, decorations, AMS fees and other incidentals. You will be notified and asked to verify any extra charges during your event. The Horizon Convention Center accepts VISA, MasterCard, American Express, and Discover for payments up to \$13,000. The Horizon Convention Center also accepts cash and checks. Please make checks payable to Horizon Convention Center.

