

# General Information

The Reserve Hall is located on 10 acres of beautiful private land which is partially wooded. It is a perfect Venue for any type of indoor or outdoor event. We have a very friendly and professional team of event planners that will help with all the details of planning a successful event. Our facilities include a catering kitchen if you want to bring in your own food. We also have full service catering for your convenience.

## FACILITY AMENITIES:

- 6,200 sq. ft. of Banquet Space
- Seating up to 400 guests
- Private Entrance & Lobby
- Lighted Ceiling Treatment
- DJ or Band Stage
- Outdoor Ceremonies
- Catering Kitchen
- Full Bar Service
- Variety of Floor Plans
- Tables & Chairs
- Free Parking

## ROOM RENTAL RATES:

5 hours of event time and  
3 hours of set-up time  
Additional Hours: \$250.00 per hour

### Grand Banquet Room:

\$595.00 with catering  
\$975.00 without catering

### Catering Kitchen:

\$175.00

### Security:

\$50.00 per hour

## DETAILED FLOOR PLANS:

We have a variety of floors plans to fit your individual event needs based on the number of your guests and event specifications.

Included in your Hall Rental Fee:

- 5' Round Guest Tables
- 8' Banquet Guest Tables
- Banquet Chairs  
with 2" Foam Padded Seats
- Gift Tables
- Guest Book Table
- Cake Table
- DJ Tables
- Buffet Tables
- Built-in Bar
- Please refer to our standardized floor plan layouts for more details

The  
*Reserve*  
HALL

3022 Easterday Road  
Fort Wayne, Indiana 46818  
Phone: 260-207-2022

# General Information (continued)

## CEREMONY PACKAGES:

We offer both indoor and outdoor wedding ceremony services.

Included in Ceremony Package:

- Rehearsal Time & Photography Time
- Bride and Bridesmaids Dressing Room
- Groom and Groomsmen Dressing Room
- Snacks & Beverages
- Please refer to our wedding ceremony information page for more details

## COMPLETE BAR SERVICES: (OPEN OR CASH BAR AVAILABLE)

- Beer
- Wine
- Liquor
- Soft Drinks

### Licensed Bartenders:

\$22.00 per hour per bartender

\* Please refer to our bar menu for pricing

## OPTIONAL FULL SERVICE CATERING:

If you decide to have Ceruti's Catering provide your food, the following items are included:

- White Linen Tablecloths for Guest Tables, Head Table, Cake Table, Buffets, Gift Tables
- White Linen Skirting
- Disposable Tableware & Serving Utensils
- Chaffing Dishes
- Service Personnel
- Cake Cutting Service
- Clean-up

## DO IT YOURSELF RENTAL ITEMS:

- White Linen Tablecloths..... \$8.00 each
- Table Runners – starting at .... \$4.00 each
- White Linen Napkins..... \$0.60 each
- Color Linen Napkins ..... \$0.75 each
- White Linen Skirting ..... \$22.00 each
- Chair Covers – starting at..... \$4.75 each
- Centerpieces – starting at .... \$15.00 each
- Cocktail Stand-up Tables..... \$20.00 each
- Chaffing Dish Kit ..... \$12.50 each

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