

wedding
celebrations

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rooms & prices



board room
Capacity: 20*
\$25 per 4 hours (free for non-profits)



crystal room
Capacity: 50*
\$50 per 4 hours (free for non-profits)



eugenia's restaurant
Capacity: 68*
\$100 per 4 hours (\$50 for non-profits)



ford theater
Capacity: 1500
Call for pricing



green room
Capacity: 24*
\$40 per 4 hours (\$20 for non-profits)



honeywell room
Capacity: 100*
\$100 per 4 hours (\$50 for non-profits)



haist room
Capacity: 62*
\$50 per 4 hours (free for non-profits)



legacy hall
Capacity: 500*
\$200 per 4 hours (\$100 for non-profits)

**Please note - room capacities vary due to setup options*

rooms & prices



rink
Capacity: 250*
\$125 per 4 hours (\$60 for non-profits)



nixon room
Capacity: 70*
\$80 per 4 hours (\$40 for non-profits)



lobby
Capacity: 300*
\$250 per 4 hours (\$125 for non-profits)



olivette room
Capacity: 12*
\$50 per 4 hours (\$25 for non-profits)



tower room
Capacity: 8*
\$50 per 4 hours (\$25 for non-profits)



plaza
Capacity: 300*
\$200 per 4 hours (\$100 for non-profits)

Wireless internet access
Free parking
On site restaurant & catering
Room set up & tear down included

**Please note - room capacities vary due to setup options*

Where do I start?

Most event planning can be done over the phone or via email with our team. For more involved events such as large banquets or weddings, or if you are unfamiliar with our facility and would like us to help with the details, please call for an appointment.

Pick your room, date, and a backup room and/or date if possible. Our staff will be happy to assist you if you need help choosing a room.

Check date availability. You may do this by phone or email. Please understand that certain times of the year are very popular for booking (Christmas parties, spring weddings, etc.) - the earlier you can book your room, the better!

Book your room. At the time of booking, please be prepared with as many details as possible, including times, room setup, equipment needs, whether or not you need catering (menu can be finalized later), and estimated guest count. You will then be issued an event contract, which is due back within 30 days with full payment of room rental and equipment fees.

Choose your menu (if applicable). Catering guides are available upon request by mail, or online. Menu selections and estimated guest count must be turned in at least 2 weeks prior to the event. A final guest count must be turned in 5 days prior to the event.

How soon should I schedule my room?

As soon as you are sure of the date, you should place a space on hold. Our facility fills up very quickly especially during certain times for Christmas parties, weddings, proms, business retreats etc.

Do you offer alcohol service?

We have our own on-staff bartenders. Alcohol service is available as a cash bar or a hosted bar. We also offer our guests the ability to purchase keg beer. Regulations do not allow you to bring in your own alcoholic beverages, however we do have the ability to order special items if you have something specific in mind.

When is my deposit due?

Deposits are due at the signing of the contract. This guarantees you the space.

Can I bring in my own food?

We offer a complete catering guide honoring almost every menu request. We do allow guests to carry in mints, nuts, cake and punch. All other food items must be provided by our catering service.

Who do I talk to about my menu, room set up and my event time?

You only have to talk with the event planner(s) at the Honeywell Center. The event planner(s) will walk with you every step of the way, from what type of tables to use to DJ references to what time to serve your meal!

Do we have to tear down the tables and chairs?

Our Hospitality Team takes care of all the clean up of each of our rental spaces. We only ask you take with you what you want to keep, and we'll take care of the rest!

equipment rental

TV/VCR or TV/DVD	\$.15
Overhead projector	\$.15
Screen (with equipment rental) ...	No charge
Screen only	\$.10
Video projector	\$.50
Upright piano	\$.25
Grand piano (includes piano tuning) ...	\$.150
Wireless microphone	\$.40
Flip chart & markers	\$.75
Standing podium & mic	\$.10
Tabletop podium & mic	\$.10
Easel	No charge
Chalkboard	No charge
Dry erase board	No charge
Round table surcharge	\$.25-\$50



From the East (Highway 24)

Take 13 South into town. Turn right (west) on Market Street which is the first stoplight after the railroad track. The Center is 2.5 blocks west on the left.

From the West (Highway 24)

Stay on 24 to State Road 15 (Bob Evans is on the left). Turn right (south) on 15. Turn right (west) on Market Street which is the first stop light after the railroad tracks. The Center is on the left.

From the North (off of State Road 15)

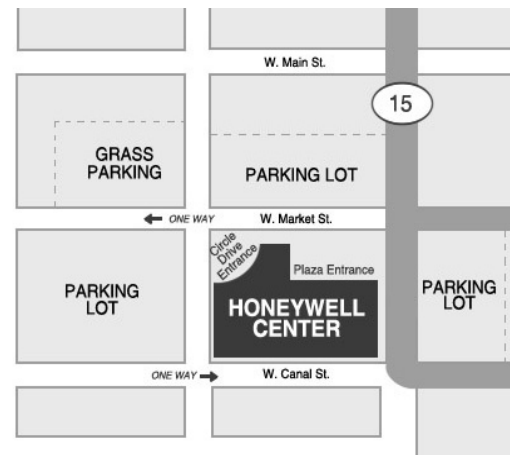
Continue on 15 into town; turn right (west) on Market Street which is the first stop light after the railroad tracks. The Center is on the left side.

From the North (off of State Road 13)

Continue on 13 into town; turn right (west) on Market Street which is the first light after the railroad tracks. The Center is 2.5 blocks west on the left side.

From the South (off of State Road 13 or 15)

State Roads 15 & 13 come together south of town. They then become south Wabash Street. Turn left (west) at the second stoplight after you cross the Wabash River (Market Street / 15 North) The Center is 2.5 blocks west on the left side of Market Street.



During your initial consultation with our event planning experts, the more information you can provide, the better we can serve you!

Bride's name: _____ Ceremony time: _____
 Groom's name: _____ Reception start time: _____
 Wedding date: _____ Est. # of guests: _____
 Ceremony location: _____ Would you like the room the night before to decorate? _____

room set up

Which room(s) are you interested in? _____

Guest table set up (see next page for options): _____

Cake table

- Not needed
- 8' rectangle
- 5' round
- Tablecloth (\$1.50 - \$2.75)
- Table skirting (\$10)
- Cake plates & forks (\$.25 per person)
- Cake cutting & serving staff (\$60)
- Location of cake table _____

Punch table

- Not needed
- 8' rectangle
- 5' round
- Tablecloth (\$1.50 - \$2.75)
- Table skirting (\$10)
- Punch bowl & cups (\$25)
- Location of punch table _____

Gift table (8 ft. rectangle)

- Not needed
- Tablecloth (\$2.75)
- Table skirting (\$10)
- Location of gift table _____

Head table

- Not needed
- Tablecloth (\$2.75)
- Table skirting (\$10)
- # in wedding party _____

DJ table

- Not needed
- Tablecloth (\$2.75)
- Table skirting (\$10)
- Location of DJ table _____

Equipment needs:

- TV/VCR/DVD Player
- Screen
- Slide Projector
- Video Projector
- Upright Piano
- Grand Piano
- Wireless Microphone
- Standing Podium
- Tabletop Podium

(Podiums are free and work well for guest books!)

food

- Buffet
- Hors d'oeuvres
- Plated

Serving time: _____

Linen napkin color: _____

(See catering guide - includes tablecloths \$.75 per person)

bar

- Not needed
- Beer
 - Keg -Domestic (Brand _____)
- Wine
- Mixed drinks
- Champagne
 - Pre-set champagne flutes on table
 - Have flutes at bar
 - Bride & groom will have their own

Bar serving time: _____

Bar options:

- Hosted
- Cash
- Part hosted, part cash (example: hosted beer, but cash mixed drinks, etc.)

Hosted drinks: _____

Cash drinks: _____

