



INDIANA MEMORIAL UNION WEDDING
POLICY MANUAL







- Welcome -

Thank you for choosing
the Indiana Memorial Union to host your special day!

The following is a list of frequently asked questions
that provides information about various
IMU Wedding policies.

Please do not hesitate to contact a member of IMU
Weddings Team with any questions or concerns.





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FOOD AND BEVERAGE

- Open bars must be charged for the entire party (excluding minors and pregnant guests).
- No outside food or liquor may be brought onto the premises with the exception of prepackaged items as favors or giveaways. Alcohol favors may not be opened during the reception.
- Cake design must be finalized one month prior to the reception. Clients are responsible for providing fresh flowers, ribbon, and other non-edible cake décor.
- Clients may bring in cakes from an outside certified vendor. There will be \$1 per person cake cutting fee.
- Events that offer a meal selection must have the following items:
 - 1) A spreadsheet that lists the number of each type of meal per table;
 - 2) An alphabetized guest list with meal selections;
 - 3) Placecards (with a key) which denote the meal each guest ordered.

PARKING

- Parking passes must be ordered one week before event date – passes to be ordered in a definite amount.



PARKING CONTINUED

- Complimentary passes will be billed to the host or discounted passes are available if guests will be paying for parking.

AUDIO/VISUAL

- The Meeting Support Services department will make arrangements regarding your audio/visual needs.
- Use of amplified sound, supplemental lighting or other specialized equipment will necessitate technical support of stage hands, sound operators, light technicians. This technical support will incur additional fees.
- The fees will be determined by the details you provide. This support is a requirement as outlined by the IU Board of Trustees. The sound operator fee will be applied depending on your equipment and set up needs (an **estimated** \$240 for DJs and \$300-\$1,000 for bands).
- The IMU is not responsible for operating any outside equipment.
- It is the responsibility of the client to contact the Meeting Support Services department **at least 1 month** prior to the wedding to provide audio/visual information.

MEETINGS

- A final meeting is required by the IMU during the week of the wedding.
- At the final meeting, clients may bring any special décor items including, but not limited to: alphabetized place cards, favors, guest books, cake toppers, toasting flutes, etc.
- Place cards must be alphabetized prior to the final meeting.
- Please connect with a catering sales staff member for changes that occur after the final meeting.
- Clients are to prearrange any venue visits with the wedding team.
- We will do our best to accommodate unforeseen circumstances. However, the IMU reserves the right to cancel any meeting for which the client arrives more than 30 minutes after the scheduled time.

TABLES, CHAIRS, LINEN

- Cocktail table rental is \$8 per table. Additional fees apply for cocktail table linen.
- No tables are to be moved mid-reception, with the exception of the cake table.
- IMU house chairs are included with the room rental fee. Clients are responsible for specialty order chairs. Additional fees apply for chair covers and ties.
- The IMU is not responsible for handling any vendor products or equipment.



BANQUET SPACE

- There is a \$5,000 catering minimum for weddings held in Alumni Hall or the Tudor Room.
- The Solarium rental fee does not include a dance floor. One may be added for an additional charge.
- Event times are 6 hours and begin when guests arrive.
- Wedding décor is the responsibility of the client.
- All personal items must be removed after the reception. The IMU is not responsible for any items left behind, lost or missing items.
- The IMU reserves the right to modify event floor plans to best suit the needs of the guests.

CEREMONIES

- IMU Catering does not provide any coordinating services for ceremonies. Please contact the IMU wedding team for referrals.
- Ceremony rehearsal space cannot be guaranteed until 1 week prior to the wedding unless clients formally reserve the space and pay the rental fee. If the venue is booked during a couple's desired rehearsal time the couple may forgo the rehearsal or inquire as to what other IMU spaces might be available.
- All rehearsals must be scheduled and approved by the IMU.

TIMELINE

- Clients should expect their documents to be prepared 1-2 months prior to the event.
- Clients are responsible for reviewing all details on the Banquet Event Order (BEO).
- A general guest count is due **2 weeks** before the wedding and a final guest count (and meal breakdown if served) is due **1 week** before. Clients will be charged based on the final count provided 1 week prior.
- Diagrams labeled with table numbers and the number of guests per table need to be submitted 1 week prior to the wedding.

MISCELLANEOUS

- Sparkler (or other) send offs are not the responsibility of IMU catering.
- The Indiana Memorial Union is fortunate to work as a team in our wedding department. Clients may correspond with multiple members of our team during the planning process.

TASTINGS

- All wedding tastings must include the bride and/or groom.
- One tasting per event is complimentary.
- A tasting is prepared for up to 4 guests; vendors are welcome to join at the conclusion of the tasting.





TASTINGS CONTINUED

- Tastings are available to guests who have signed a contract with IMU Catering.
- Tastings are not provided on Sunday or Monday.

BILLING

- Only one billing contact may be used per event.
We will provide a detailed invoice of all expenses in the case that the bill is to be paid by multiple contributors.
- Clients should expect the final invoice approximately one month after the wedding.

