

**WEDDINGS AT**  
*The Leadership Center*

THE LEADERSHIP CENTER  
2211 Q ST, AURORA, NE 68818  
402.694.3934



# DELUXE WEDDING WEEKEND

\$5,500

## *Exclusive Use Ceremony & Reception*

Entire Property 4:00 pm Friday to Noon Sunday

### *Ceremony*

Ceremony begins 30 minutes to 1 hour before reception.

#### Fee Includes:

- Brown Chiavari Chairs for 200 people. (Over 200)\*
- Cocktail Table with Linen
- Option to rent our decor pieces
- Sound System
- Gathering Room

Rehearsal will be the day of the ceremony.

### *Reception*

Reception time can last 5 hours.

#### Rental Includes:

- Round and/or Rectangle Banquet Tables
- Dance Floor Rental
- Choice of Black, White, Ivory, or Red Linens for guest tables (over 200)\*, wedding party table, gift table, and sign-in table
- Choice of napkin color (up to 200)\*
- Option to rent our decor pieces
- Bridal Party Quarters and Groom Quarters. (Over 15 people, add \$6 per person)
- Gathering Room available for day before and day after wedding (Wedeking)
- Engagement Photos & Bridal Photos may be taken if you book ceremony or reception with us.
- Access to your space 7:00 am-11:00 pm (16 hours) day of wedding.
- Choice of Indoor Reception Space (Mather, Mather East, Mather West, Lakeside)
- Choice of Outdoor Reception Space

\* If over 200 guests, \$5 charge per person.

### *Day of Rental*

Ceremony ONLY .....	\$2,000
Reception ONLY .....	\$2,700
Ceremony & Reception .....	\$3,500

# Coordination Package

Our Event Coordinator, is available to assist you in making your special day run smoothly. Whether you require coordination assistance on the day of your wedding or full wedding coordination, we offer a package to fit your needs.

**Offsite Day-of Coordination:** \$1,000

The “Day-of Coordination” package will give you the opportunity to work with our Event Coordinator on the day of your wedding.

**Full Wedding Coordination:** Onsite \$2,000 Offsite \$2,500

The “Full Wedding Coordination” package will give you the opportunity to work with our Event Coordinator from start to finish with all of your wedding details. She will set up three meetings with you including a Consultation, Set-up, and Final Detail.

- 200 minutes of phone time is allotted
- Visits with the vendors
- Coordination of vendors
- Assistance with wedding day set-up, including linens and decor
- Coordination of rehearsal on morning of wedding
- Assistance with the ceremony procession

## CAPACITY

- Mather East: 80 Guests Max
- Mather West: 80 Guests Max
- Mather East & West: 200 Guests Max
- Mather/ Mather East/ Mather West: 400 Guests Max
- Lakeside 1 & 2: 50 Guests Max
- Lakeside 3 & 4: 50 Guests Max
- Lakeside 1, 2, 3, 4: 100 Guests Max

If you have any further questions about these packages, please meet with our Event Coordinator.

## *Catering*

Your wedding menu is an opportunity to make your day unique. Attached to your welcome packet is our traditional menu for the Bride's and Groom's choices. If there are items you would like which are not listed, do not hesitate to contact the Event Coordinator or Chef. We will make every effort to create a custom menu which fulfills your needs and desires. We are also experienced in modifying menus to accommodate special dietary needs.

The Leadership Center has a full-service kitchen headed up by a talented staff. Due to this fact and because of Nebraska Food Codes, we do not allow outside food to be catered in beyond wedding or special event cakes. All other food services to be served on grounds must go through The Leadership Center kitchen.

Though certain outside food is allowed in your meeting and lodging area, temperature controlled food cannot be brought in (as mandated by Nebraska Food Code). Also, we cannot provide guests a refrigerator or storage of outside food of any kind. This includes coffee pots, crock pots, ice cream, delivery pizza, etc. Anything that needs to be heated, cooled, or frozen may not be brought in or delivered.

The Leadership Center staff has been instructed to dispose of any food in violation. This policy is not to be a difficulty to our guests, but to ensure the safety of your guests and our ability to continue serving you the best way possible.

## *Wedding and Specialty Cakes*

We understand your wedding cake is a very special part of your event. Your cake can be brought in from an outside vendor. We would be happy to recommend vendors for your cake. It is important that you let our Event Coordinator know when it is being delivered and if you will need assistance cutting and serving the cake.

## *Other Meals Or Event Accommodations*

The Leadership Center is honored to be a part of your special day. Since we specialize in events, we want to ensure that your celebration is all you wished it to be. If we can assist with a rehearsal dinner, bridal brunch, or other food services, please let us know. Also, if you would like to host other activities for your guests such as a bonfire, pool party, etc., during your event, be sure to inquire how we may be able to accommodate you.

## *Lunch In Wedding Quarters*

Choice of ONE Bread:

- Croissants
- Hoagie Buns
- Bread (White & Wheat)

Choice of ONE Sandwich Filling:

- Sliced Roast Beef
- Sliced Ham
- Sliced Smoked Turkey
- Egg Salad
- Tuna Salad
- Chicken Salad

Condiments:

- Cheese
- Tomatoes
- Onions
- Lettuce
- Condiment Spreads

## *Beverages*

The Leadership Center does not have a liquor license. We do have a non-alcoholic beverage package that we can offer for your guests. (See below for details regarding alcoholic beverages).

### Beverage Options:

Pop: Pepsi, Diet Pepsi, Mountain Dew, Sprite, Dr. Pepper, Mug Root Beer

Coffee

Iced Tea

Water

Lemonade

Punch

Coffee/Water/Iced Tea/Lemonade: \$7pp

Pop/Punch/Coffee/Water/Iced Tea/Lemonade: \$10pp

## *Alcohol*

The Leadership Center does not hold a liquor license; therefore, we cannot sell, handle, or serve liquor. However, we cooperate with an exclusive bar which will be notified upon booking. If The Leadership Center's bar is unavailable, you can provide and serve liquor with the understanding that The Leadership Center is released from any responsibility for the liquor being served. If you intend to sell liquor, you must obtain a liquor license to be shown to The Leadership Center Management and/or Contracted Bar & Bartender. The Leadership Center must be notified if Bar & Bartender are contracted\*. Also, the liquor license must be displayed for all guests at point of sale. You are responsible for all purchasing, handling, disposal of liquor, and any issues or damages due to serving liquor.

Liquor is not to be served in common spaces (dining room, lobby, gym, pool, etc.) or given out to individuals under 21 years of age. The Leadership Center will only provide tables for bar area, trash cans, or ice (if requested in advance.) Any and all left over liquor and bar refuse must be removed by you. If left over liquor or bar refuse is left behind, you will be rendered a \$75.00 an hour cleaning fee.

\*If you contract with a vendor to serve liquor, your vendor must contact our Event Coordinator to schedule an event walk through to discuss set-up, serving, and event procedures.

## *Other Vendors*

In your other packet, you will find a list of vendors. We have a \* next to whom we prefer and work with personally. This list is to get your planning started; however, if you already have a vendor in mind, please talk with our Event Coordinator. Our vendors list includes:

- Wedding Dresses, Bridesmaid Dresses, & Tuxes
- Flowers
- Photographers
- DJs & Bands
- Cakes
- Lodging
- Jewelers, Gifts, & Favors
- Beauty Salons
- Transportation
- Alterations
- Decorations
- Stationery
- Bartenders
- Videographers
- Lighting

## *Lodging*

If you are hosting your event at The Leadership Center, we can also assist you with lodging. We will allow you to block a certain number of rooms, depending on availability. Your guests can book those rooms individually by contacting us at 402-694-3934. One person per room rental is \$86.80 per night and 2-5 per room is \$108.50 per night. Prices include all necessary taxes. A credit card is required to hold rooms. Cancellations must be done by 3 p.m. the day before the event. Rooms are paid for at check in. Check-in time is 3 p.m. Check-out time is 10 a.m., unless previous arrangements are made. Please note, since we are a retreat and conference center, our rooms do not have TVs or phones in them. We do, however, have complimentary internet. All registered guests can utilize our grounds which include an indoor pool, gymnasium, and more. There are several quality lodging choices in the area. We highly recommend blocking rooms at Ken's Motel in Aurora (402-694-3141).



## *Facility Set Up*

The facility will be available the day of event for decorating and set-up unless exclusive use has been reserved. The Leadership Center will be responsible for setting up all tables and chairs (for the event per event layout provided by you). If no event layout is provided, The Leadership Center will arrange tables and chairs as they would traditionally set up for a similar event. If set-up is incorrect (due to lack of event layout), further set up fees will be rendered to you at \$75.00 an hour. You will be responsible for any center pieces, table décor, room décor, fixtures, or linens brought in. You will be responsible for linens ordered through The Leadership Center unless requested otherwise. Candles are allowed if enclosed. No open or unmanaged flame is allowed. You will be responsible for any and all damage caused by flame. You are responsible to receive and pay for any rentals obtained outside of those contracted with The Leadership Center. If you would like to rent your meeting space the day before for set up (and it is available), we are happy to do that. Please check with us for rental rates.

## *Decorating*

You can customize your event any way to make it ALL YOURS! No cookie cutter designs here. You have access to your space at 7:00 am the day of your event. It's a good idea to enlist a team of trusted professionals to help! Our Event Coordinator will be onsite to assist with any questions. A few housekeeping rules:

- Before decorating, please speak with the coordinator about your plans.
- We ask that you do not use tape on the ceiling or walls.
- All candles must be enclosed in glass vases or votive holders.
- If you plan to hang anything from the ceiling, please let our coordinator know. Please use clips or paper clips.
- Please bring all items needed with you for decorating (tape, glue, extension cords, lighters, etc.)
- If you leave a lighter with our coordinator, she will light the candles for you.
- Please make sure your team has a plan for cleanup at the end of the night. All items that you would like to keep must be removed. Otherwise, they will be discarded.
- Please follow all contract rules.

\* Ask about our numerous decor rentals

## *Facility Clean Up*

The Leadership Center will clean any and all food areas. The Leadership Center will clean the event space after conclusion of event including linen or event rentals made through The Leadership Center. You are responsible for cleaning up any center pieces, décor, fixtures, or linens you furnished and do not want disposed of immediately after the event. Any décor or items to be disposed of must be put in the trash bins. You are also responsible for returning any rented items obtained outside of those contracted with The Leadership Center. Rentals must be picked up at conclusion of event or arrangements need to be made if more time is needed. If rentals are not picked up or previous arrangements made, potential storage rental fees may be incurred. Fees must be paid in full by you.

## *Deposit and Payments*

We gladly accept cash, check, and credit/debit cards. Fifty percent of your rental space fee is required as deposit to reserve your reception/ceremony space. Once your contract has been issued, another fifty percent deposit of your estimated contract value is required within 10 days of contract issue date. Payments after that can be made up until the last month before the wedding. Please leave \$200-\$300 on your bill for any changes. The bill needs to be paid in full by the end of your wedding day.

The contract will be written once you have met with our Chef and Event Coordinator to discuss the menu and event details. Contracts are to be completed no later than 5 months before your event. All deposits are non-refundable but are counted towards your final invoice.

Your final invoice will be issued after food services have concluded. It must be paid no later than the conclusion of your event. If the invoice is not settled at conclusion of event, a 10% late fee will be assessed on all past due invoices and charged 10% on the balance, monthly, thereafter. Late fees will not be waived.

## *Damage Deposit*

A credit card number will be required at check-in. This number will be kept on file until after your group checks

out and inspection for damage has been made. If damages occur to facility, furnishings, or rentals, charges will be made to the invoice for your group. Failure to pay the damages included on the invoice will result in charges applied to your credit card. Credit card information will not be kept on file longer than necessary.

## *Cancellation Terms*

This event may be cancelled by you. If the event is cancelled more than 61 days before the event date, you will forfeit all deposits made on event plus fifty percent of estimated contract value. If the event is cancelled 60 or less days prior to the event, you forfeit all deposits made on event and are responsible for the Full Contract Value less the event deposit. (Contract Value is the Number Attending multiplied by the Per Person rate or the exact terms agreed to in contract.)

Invoices are created to you. The contact for the group is responsible for payment of the invoice. The Leadership Center will not accept individual payments from guests unless arrangements have been made prior to the event.

## *Gratuity*

The Leadership Center is a 501(3)(C) non-profit. We charge 18% gratuity on our services, however our staff is not allowed to accept gratuities, it will be applied to your final invoice. If you would like to give a donation on top of gratuity, it can be given to the business office or sent to The Leadership Center, 2211 Q St, E HWY 34, Aurora, NE 68818. Donations to The Leadership Center are tax deductible. We will provide you with the necessary paperwork for your tax deduction. Also, all donors are noted on our website, [www.TLCAurora.org](http://www.TLCAurora.org).

