

Wedding Guide



225 Commercial Street • Waterloo, IA 50701-1313 • 319.291.4490

WATERLOO CENTER FOR THE ARTS

Choosing Your Venue ●

Schoitz Patio, clients can choose to have their ceremony outside the Schoitz River Rooms along the Cedar River, set up to be done by Waterloo Center for the Arts (WCA), seating for 165. \$200. *See photo 1A on page 4

Amphitheatre, clients can choose to have their ceremony in the Amphitheatre along the Cedar River, built-in stadium style seating, capacity 3000, river access, full day rental. Half-day rates available. \$1000. *See photo 1B on page 4

Expo Plaza, wedding ceremonies can also take place in the Expo Plaza with a Cedar River backdrop. Set up to be done by WCA, full day rental, capacity 5000. Half-day rates available. \$1000. *See photos 1C, 2C on page 4

The Boat House, clients looking for a smaller venue for their wedding can consider the Boat House, which offers a private space overlooking the Cedar River. Also great location to host the Rehearsal Dinner, Reception and/or a Bridal Shower. Beer and wine can be brought in. Seating for 72, capacity 120. \$250 for a 4 hour rate, \$400 for a 8 hour rate. *See photos 1D, 2D on page 5

Schoitz River Rooms, clients will get full use of the Schoitz River Rooms for the entire day starting as early as 9:00am. Clients can also choose to use 1/3 of the ballroom for their ceremony, 2/3 for the reception if they wish. Chairs and tables provided, seats 235. See below for additional services. \$800. *See photo 1E, 2E on page 5

Town Hall, clients can choose to have their wedding in Town Hall, which is located inside the building. Town Hall can also be reserved as a back up venue to be used if the weather isn't favorable the day of the wedding. Seats up to 165. \$125 deposit for back up venue, remaining amount paid only if space is used. \$250. *See photo 1F, 2F on page 6

Additional Services ●

Early Set Up, this allows the clients to come into decorate on Friday from 12:00-5:00pm, a wedding party that doesn't need this extra time can get in the building Saturday starting at 9:00am to decorate at no extra charge. \$200.

Rehearsal Dinner, clients can extend there set up time by 2 hours to include a rehearsal dinner in the space they've chosen for their reception. Outside food and drink can be brought it, with the exception of alcohol. \$200.

Bride and Groom Prep Rooms, this will set aside two rooms for the Bride and Groom to get ready for the wedding, mirrors and coat racks provided. \$150.

Alcohol Service Fee, clients wishing to have a bar at their reception (open bar, cash bar, and/or tickets) are required to pay an alcohol service fee. \$100.

*See Bar Options on page 2 for a full list of what our bar stocks

Bartender, all events with alcohol present are required to have a licensed bartender present at all times when alcohol is being served, we hire the bartender for you. If the clients wish to have a second bartender, arrangements can be made. \$10/hr.

Security Guard, all events with alcohol present are required to have an Off Duty Police Officer present at all times when alcohol is being served, we hire the Security Guard for you. \$33/hr.

Special Requests, upon clients request, domestic kegs (i.e. Bud Light, Coors Light, Miller Lite, Budweiser) can be purchased for their guests. For a specialty beer request, we will find an estimate prior to the wedding and order it for you, prices vary. Kegs yield 120-16oz cups. \$225.

Corkage Fee, clients are more than welcome to bring in their own choice of wine. Any bottles left unopened can be taken home in a paper bag and won't be accounted for, opened bottles must be dumped out. \$10/750 ml bottle.

Stage Rental for Head Table, the stage consists of 3-4x8ft pieces that can hold up to 16 people for the head table, this elevates the wedding party by 6 inches in order to be more easily seen. \$35.

Back Drop for Head Table, pipes and soft gray drapes are available to rent to create a back drop for the head table, can extend the full length of a 24ft head table. \$40.

Table Linens, black table linens are available to cover both round and rectangle tables for the reception. For more color and style options we recommend Special Occasions at 319.234.3104. \$6/table linen.

Projector and Screen Rental, clients can use any of the three projectors and screens in the Schoitz River Rooms to display images/videos during their reception. \$40.

Customized Lighting Concept, clients can customize the lighting in the Schoitz River Rooms to match their wedding colors to create a space that is truly unique. \$50.

Ice Table Rental, a 6-ft, 6 inch deep, insulated table will keep self brought in water and soda cold for the entire night, 10 bags of ice included. Three Ice Tables are available for use. \$30.

Arch Rental, a white arch can be rented for clients who wish to use it for their ceremony or reception. \$20. *See photos 1F, 2F on page 6

Piano Rental, a Baby Grand Piano can be rented if clients wish to have a piano playing. Piano is tuned prior to day of wedding. \$50.

Bar Options ●

We stock a variety of beer, wine and malt beverages for your guests in our bar. \$4/drink.

Beer—Guinness, Corona, Coors Light, Budweiser, Blue Moon, Bud Light, Redd's Apple Ale
Malt Beverages—Mike's Hard Lemonade, Mike's Hard Lemonade Cranberry

Wine—Pinot Grigio, White Zin, Merlot, Moscato, Chardonnay, Cabernet (Salmon Creek)

*Subject to change based on availability

Catering Options ●

We do not require clients to use a specific caterer; this allows clients the freedom to choose whoever they want to cater their reception. Below we have listed the most commonly used caterers at the Waterloo Center for the Arts.

Randalls, this family owned restaurant of 30-years has a large selection to choose from. Call 319.988.3377 and visit www.randallsmeatsandcatering.com.

HyVee, with various locations in both Waterloo and Cedar Falls, call any of these HyVee locations to cater your reception.

- Crossroads HyVee, 1422 Flammang Drive., Waterloo, IA 319.234.1774
- Logan HyVee, 2181 Logan Ave., Waterloo, IA 319.234.8627
- Ansborough Avenue HyVee, 2834 Ansborough Ave., Waterloo, IA 319.233.3266
- University HyVee, 4000 University Ave., Cedar Falls, IA 319.236.0580

Moment in Thyme, headed by Chef Len Swiatly, Moment in Thyme is committed to providing impeccable service, hand-prepared cuisine and elegant, memorable experiences. Contact Len at 319.269.6658 or email him at ljswats@cfu.net.

Day of Wedding Schedule ●

Time of Arrival:

Saturday doors open at 9:00am.

Start Time Ceremony:

Start Time Reception:

Start Time Bar:

Close Time Bar:

Last call is 10:30pm for all wedding parties, bar closes at 11:00pm. Clients can choose to close the bar earlier than 10:30pm.

End Time: 12:00am

All personal from wedding must be out of the building by 12:00am and all brought in material must be removed. WCA staff will handle further detailed cleaning.

Person of Contact:

This person will be the first to be contacted if questions arise during the event (i.e. open bar limit has been reached). Please inform us of your person of contact so we know who to go to during your event.

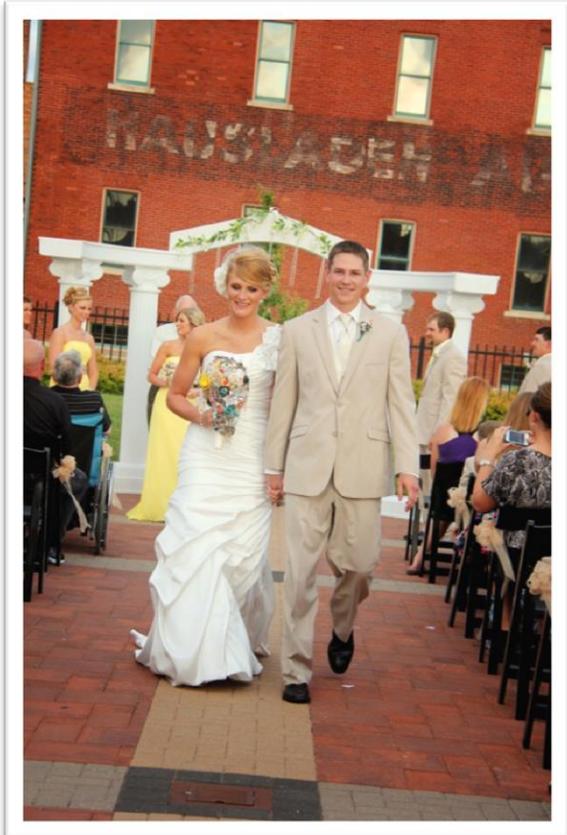
A Quick Peek at Our Venues ●



1A, Scholtz Patio



1B, Amphitheatre

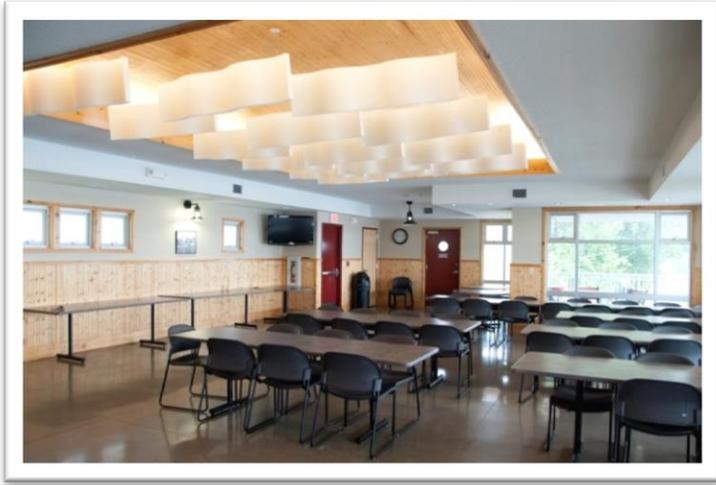


1C, Expo Plaza



2C, Expo Plaza

Expo Plaza pictures taken by
Eirka Brighi from Images By Erika



1D, Boat House Interior



2D, Boat House Exterior



1E, Schoitz River Rooms

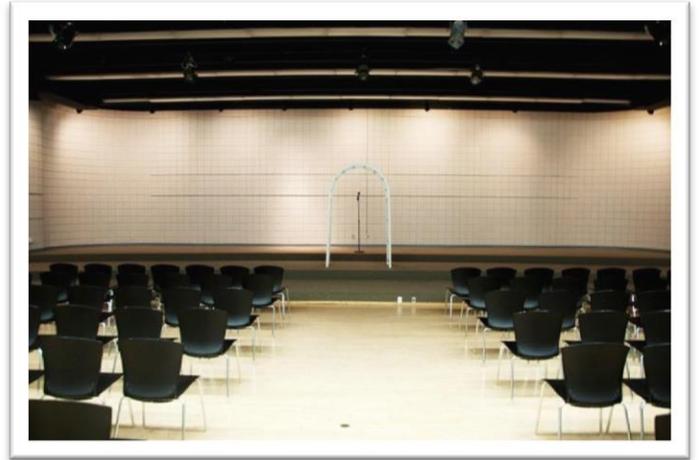


2E, Schoitz River Rooms





1F, Town Hall



2F, Town Hall

For More Information ●

We are very excited that you are showing an interest in the Waterloo Center for the Arts as a possible location for your wedding. Our facility offers a variety of indoor and outdoor spaces to make an experience that is truly unique. If you have any questions at all or want to set up a time to do a walk through of any of our spaces, please call us at 319.291.4490 or email Carrie at Carrie.Gleason@waterloo-ia.org