

PARK PLACE EVENT CENTRE

Wedding Receptions and Ceremonies

1521 Technology Parkway, Suite B.,
Cedar Falls, Iowa 50613
(319) 277-1255 • www.barmuda.com

Weddings

at Park Place

For most people, a wedding is often the biggest event of their lifetime. Planning an event of this magnitude can be overwhelming.

Today's weddings include hundreds of details – ranging from finding the right dress to the favors placed on the table, and everything in between. Planning a wedding can be as time consuming as it is stressful.

The fact is, today's brides are busier than ever. That is why so many brides have turned to event centers to host their event.

At Park Place Event Centre, we take pride in offering a full range of services. Let us take care of the details, so you can relax and enjoy the day.

Event Coordinator Services

From the day you book, to the day you say "I do" your personal event coordinator is available for all your needs including, but not limited to:

Initial Planning Meeting:

- Meeting after booking is confirmed and under contract.
- Review photos, color choices, fabric samples, floral, décor and meal options.
- Identify important vendors.

Confirmation Meeting:

- Confirmation meeting 2 to 3 months prior to wedding.
- Confirm details initially discussed at first planning meetings and make any necessary adjustments.
- Verify contact information and finalize coordination of all vendors and participants.

Prior to Your Wedding Day:

- Coordination and booking of outside vendors including photographers, DJs, bands, cakes, magistrates, musicians, guest favors and personalized items*.
- Coordinate décor and catering and work with your florist as desired.
- Assist in booking guest rooms if required.
- Coordinate the timeline of events.

**Booking and coordination of outside vendors by our coordinators incurs a 10% charge.*

On Your Wedding Day:

- Dressing rooms may be available (included in ceremony fee).
- Refreshments may be provided in dressing rooms (included in ceremony fee).
- Ensure the ceremony begins on time (if ceremony held at PPEC).
- Ensure ballroom is set as specified.
- Ensure cake is set and ready to serve.
- Ensure the bars are ready to open on time.
- Coordinate with Banquet Captain as needed for meal services.
- Ensure ballroom doors remain closed until 10 minutes prior to grand announcement of bride, groom and bridal party, or as requested on provided timeline.
- Assist in timely seating of guests.
- Cue DJ or band for grand announcement of bride, groom and bridal party.
- Dismiss tables for buffet meals.
- Execute agreed-upon timeline and schedule of services provided by PPEC.
- Assist with any questions or concerns that may arise during reception.
- Cue DJ or band for the start of the first dance.

Wedding

Ceremony Packages

Each Ceremony Package Includes:

- Choice of setting: Ballroom, Rotunda, Terrace or Lawn
- Portable A-V system
- Microphone and stand
- Water service for wedding party and guests
- Up to three skirted tables (altar, guest book and water)
- Aisle runner
- Dressing room for bridal party with water service
- Dressing room for groom's party with water service
- Sandwich platter for up to 20 people, split between dressing rooms on request

- 100-199 Guests: \$1,500.00*
- 200-299 Guests: \$2,000.00*
- 300-399 Guests: \$2,500.00*

** Prices when reception is held at Park Place*

Ceremony Without Reception:

- Please call for more information.

Additional Services Available:

- Clavinova - \$350
- Bridal Arch - \$250
- Fabric, candles, lights and other decorations also available for additional charges.

Dressing Room Fees without Ceremony:

\$50 fee includes water service only.

Food and beverage may be purchased separately.

**If ceremony location on premises is changed with less than 24 hours notice, a \$250 charge may be applied.*

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