

# THE HEYDE CENTER FOR THE ARTS WEDDING RENTAL INFORMATION



*M & K Photographs*

Chippewa Valley Cultural Association, Inc.  
Heyde Center for the Arts  
3 S. High Street  
Chippewa Falls, WI 54729

# *Congratulations*

*Thank you for considering the Heyde Center for the Arts as the venue to host your wedding! We would be honored to be part of your special day!*

The historic Heyde Center for the Arts provides a wonderful atmosphere for your wedding. The beautiful, vintage aesthetic speaks for itself and doesn't require much dressing up. Enjoy hilltop views of the downtown Chippewa Falls while the chandeliers light up the dance floor.

We collaborate closely with our wedding couples to ensure that the day you have always dreamed of becomes a reality. Our auditorium can accommodate a variety of seating arrangements, the bar may be customized for you and your guests, and we have numerous rooms available for hire if you require additional space.

With our **On-Site Day-Of-Coordinator Services**, we can now provide you with even more assistance in organizing your wedding. Allow us to take care of some of the last-minute details as your big day approaches!

We hope the materials in this packet will provide you with some great ideas and information to move forward with. Of course, if you have any questions about anything, please do not hesitate to call or email the Heyde Center. We are glad to help.

I look forward to working with you!

*Kennedy Estinger*

Performance Service Associate

Phone: 715-726-9000

Cell: 715-202-0163

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**The Heyde Center for the Arts is a beautiful, historic venue that will add the ideal touch of vintage flair to any event.**

### **CVCA Mission Statement**

The Chippewa Valley Cultural Association is a catalyst for artistic expression and education to enrich the Chippewa Valley and beyond.

### **CVCA History**

The Chippewa Valley Cultural Association, Inc. (CVCA) is a non-profit arts organization established in 1976 for two reasons:

- (a) to save a historic building from being demolished, and
- (b) to create a center for the arts where community people of all ages and backgrounds could experience a wide variety of arts—creative writing, music, dance, theater, storytelling and visual.

The *Heyde Center for the Arts* has served as a wonderful community center for over 20 years.

Our auditorium is large enough to offer a variety of seating arrangements. It can accommodate up to 450 people for a ceremony and roughly 240 people for dinner banquet style.

If you wish to host both your ceremony and reception at the Heyde Center for the Arts, our team will handle the transition from ceremony seating to dinner seating as you relax and enjoy time with friends and family.

We can accommodate a buffet line or a plated meal. In addition, the Heyde Center will provide a complete bar service handled by trained bartenders, which is included in the rental price.





# Possibilities for Rental

## Reception only— \$1,200

8 hours of rental time, which includes any personal decoration and clean-up.

## Ceremony & Reception— \$1,950

13 hours of rental time, including any personal cleaning or decorating. Includes a complete changeover from ceremony to dinner seating, as well as two areas on the floor for guests to enjoy a cocktail hour during the transition. (Normal cost: \$2,350)

**Please note that you are responsible for set up and removal of any decorations you bring in.**

### *Additional time can be added at a rate of \$100/hour*

A hold can be set on the Friday before your event for \$375. This grants you access to the venue from 10 a.m. to 8 p.m. for purposes such as decoration, rehearsal dinners, vendor drop-offs, etc.

**Please note this is only an option for Fridays without a scheduled event.**



# Day-of Coordinator

Let us handle the details of your wedding day while you celebrate with friends and family! Your on-site coordinator will be the point of contact for all vendors involved at our venue and make sure everything is running according to schedule!

## Peace of Mind Package

**\$750**

### Includes

1. Meeting with you to create the best timeline for your celebration with us here at the Heyde Center starting with your arrival at our venue all the way through your send-off.
2. Coordination in the weeks leading up to your wedding with the following vendors to schedule arrival times, confirm final headcounts, and exchange any other important information.
  - Caterer
  - Florist
  - Bakery
  - DJ/Music
  - Decorator
3. Greeting your vendors as they arrive and directing them to the appropriate rooms. The Day-of Coordinator will be the primary point of contact for the vendors listed above on your wedding day. Any questions vendors may have will be directed to the coordinator so you can enjoy your day!
4. Coordination with all vendors and staff to ensure your event is moving along on schedule.
5. Ensuring all vendors have received final payment on the day of the event, as needed. You write a check and pass it off to us. We will get it to your vendors so you can continue celebrating.



# Simply Blissful Package

**\$1,250**

## **Includes**

1. Meeting with you to create the best timeline for your celebration with us here at the Heyde Center starting with your arrival at our venue all the way through your send-off.
2. Coordination leading up to your wedding with the following vendors to schedule arrival times, confirm final headcounts, and exchange important information.
  - Makeup & Hair Stylist
  - Attire
  - Photographer
  - Caterer
  - Florist
  - Bakery
  - DJ/music
  - Decorator
3. Conducting the wedding rehearsal. Your coordinator will make sure everyone involved in your processional and recessional knows what to expect on your big day!
4. Coordination of breakfast and lunch services for your wedding party while you are getting ready.
5. Greeting your vendors as they arrive and directing them to the appropriate rooms. The Day-of Coordinator will be the primary contact for the vendors listed prior on your wedding day. Any questions vendors may have will be directed to the coordinator so you can enjoy your day.
6. Assisting the florist in the distribution of bouquets and corsages. We will even lend a helping hand to the groomsman or usher who cannot seem to get the corsage to stay on their jacket.
7. Assisting the photographer with the organization of family and group photos if needed.
8. Coordination with all vendors and staff to ensure your event is moving along on schedule.
9. Ensuring all vendors have received final payment on the day of the event, as needed. You write the check and pass it off to us. We will get it to your vendors so you can continue celebrating.

## **Please note:**

This service does not include the following: Scheduling consultations or appointments, hiring vendors, managing deposits, budget management, or decorating services.



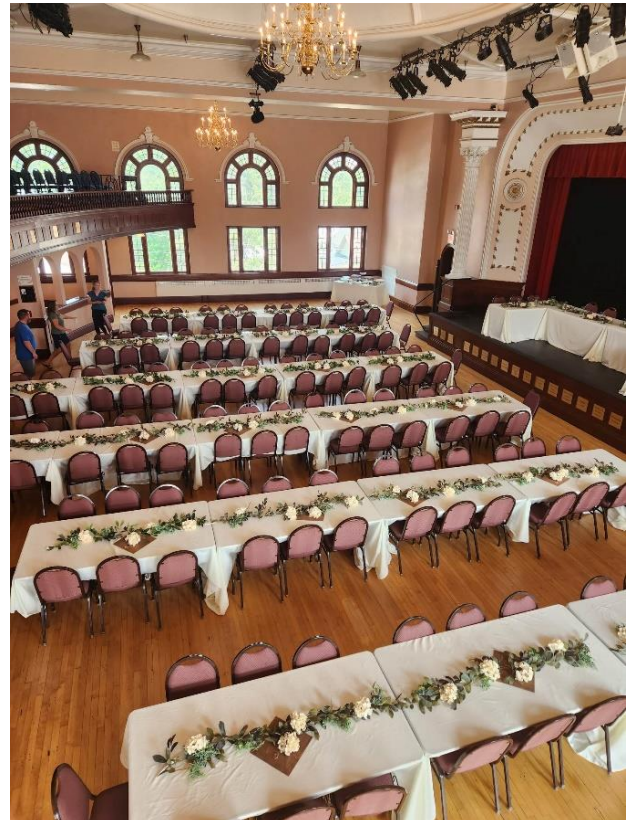
# Look What We Have to Offer for Your Rental

## Additional Amenities Available for Rent

- Additional Rooms
- Projector and Screens
- Sound System with Trained Audio Technicians
- Microphones and Podium
- Day-of Event Coordination
- Water Decanter Service \$30.00

## Additional Amenities Available with no cost

- Access to all 3 levels
- Accessible bathrooms
- Friendly and experienced staff
- Chairs and table set up



*\*Maddie Grace Photography*

# Popcorn Bar

## Popcorn Bar

(\$25.00 per 3 batches)

(3 batch minimum)

Want a late-night snack for everyone to enjoy?

Check out our popcorn bar. What is included:

- Popcorn
- Season it up w/ a variety of flavors
  - Nacho cheddar
  - Ranch
  - Garlic parmesan
  - White cheddar
  - Kettle corn
  - Caramel corn
  - Cheesy jalapeño
  - Salt
- Popcorn cups
- Add M&Ms for an additional \$10 (per 3 batches)

# Cold Beverage Bar

## Float Bar

Cool off with this fun Ice Cream Float bar.

What is included in the bar:

- Vanilla Ice Cream
- Root Beer
- Orange Soda
- Whipped Topping
- Cups
- Spoons
- Straws

*\*Tax and gratuities will be added to final price on all specialty bars.*



# Hot Beverage Bar

## Hot Chocolate Bar

(\$160.00 per 40 servings)

Let's whip up some fun for your event with our hot chocolate bar.

What is included in the bar:

- Homemade hot chocolate
- All the toppings
  - Sprinkles
  - Whip cream
  - Chocolate syrup
  - Caramel syrup
  - Peppermint sticks/candy canes
  - Mini marshmallows
- Cups
- Stir sticks

Want to bring in your own toppings but don't want to make the hot chocolate, we got you covered. Just want to offer a simple glass of hot chocolate, you can. (\$62.00 per 40 servings) Same pricing for hot apple cider.

## Hot Apple Cider Bar

(\$160 per 40 servings)

Add a hot apple cider bar for your guests who want to add a little spice to their night.

- Fresh hot apple cider
  - Cinnamon sticks
  - Sprinkles
  - Whip Cream
  - Caramel syrup
  - Pumpkin spice
- Cups
- Stir sticks

*\*Tax and gratuities will be added to the final price on all specialty bars.*

# Lunch Service Menu

*\*All Lunch options include unlimited water, soda, tea, and coffee. Tax and gratuities will be added to the final price.*

While your wedding party is getting ready, allow us to organize breakfast and/or lunch for you!

## **Breakfast-** \$9/person

- Assorted pastries
- Fresh fruit
- Juice

## **Deli Platter-** \$97.50 (serves 16 people)

Includes a variety of

- Meats and Cheeses
- Fresh Baked Bread
- Condiments

Deli Platter can be served with additional items for extra cost.

## **Bento Boxes-**\$15.60 per person

- ❖ Choice of Chicken Teriyaki, Shrimp Teriyaki, Beef Teriyaki, Vegetable Teriyaki, Tofu Teriyaki, or Salmon Teriyaki

Served with

- Miso Soup and House Salad
- Vegetable Tempura
- Deep Fried Gyoza
- California Roll
- Spring Roll
- White Rice

## **Baked Potato Bar** \$13 per person

- Baked Potato
- Cheese
- Butter
- Bacon Bits
- Sour Cream
- Salsa
- Broccoli
- Garden or Caesar Salad
- Cherry Cheesecake or Assorted Cookies

# *Lunch Service Menu Continued*

## **Taco Bar** \$15.60 per person

- Hard, soft shell or both
- Seasoned ground beef or chicken
- Cheese
- Lettuce
- Sour cream
- Salsa
- Tomato
- Onion
- Jalapenos
- Tortilla chips
- Refried or black beans
- Spanish rice
- Cherry cheesecake or assorted cookies

## **Asian Bar** (\$16.90 per person for two entrees) (\$19.50 per person for three entrees)

- Includes choice of two or three entrées
- Fried rice
- Steamed rice
- Egg rolls
- Crab rangoons
- Fortune cookies
- Entrée selections
  - Asparagus beef • Beef and broccoli • Cashew chicken • Chicken and broccoli •  
Chicken lo mein • Garlic chicken • General chicken\* • Hunan pork • Kung Pao chicken\*  
• Mixed vegetables • Mongolian beef • Orange chicken\* • Sesame chicken • Sweet & sour chicken •  
Teriyaki chicken • Thai chili shrimp\* • Walnut shrimp  
(\*Spicy)

# Snacks

Wanting to provide a small snack for your guests, but don't know where to start? Don't worry we have you covered with our snack menu for all rentals. *\*Tax and gratuities will be added to the final price on all specialty bars.*

## Level 1-Snack on the Go (\$76.00 choose up to 6)

This package includes a variety of quick and easy concession items.

- Trail mix
- Peanuts
- Pretzels and Gardettos

## Level 2-Sweet Tooth

This package includes a variety of locally made bakery items for your sweet tooth.

- Variety of cookies
- Brownies
- Finger sweets

## Level 3 -Charcutier board

This package includes a variety of locally sourced foods.

- Meat
- Cheeses
- Vegetables
- Pickled foods
- Fruits
- Nuts
- Crackers





# Bar Prices

	Cash	Hosted
Water	\$1.00	\$0.80
Soda	\$2.00	\$1.60
Bottled Beer	\$4.00	\$3.60
Glass of Wine	\$5.00	\$4.00
Mixed Drink (Rail)	\$4.00	\$3.60
Mixed Drink (Call)	\$5.00	\$4.00
Mixed Drink (Premium)	\$6.00	\$4.80

## **Non-Alcoholic Options**

Lemonade - \$13.95/gallon

Punch - \$13.95/gallon

Iced Tea - \$13.95/gallon

Milk - \$7/gallon

Coffee & Hot Tea - \$60/unlimited

## **Special Order Beverages**

Beer (1/2 Barrels) – Starting at \$190/barrel

Wine – Starting at \$20/bottle

(minimum order required – usually 1-2 cases)

Champagne Punch - \$2.00/glass (minimum of 3 gallons)

Batched Cocktail- Price will vary on mixture

\*All hosted prices are before tax and gratuity

## ***Beverage Serving Guide***

- Lemonade/Punch/Iced Tea – 16 servings per gallon
  - Coffee – 40 cups per pot
- Hot Apple Cider – 16, 8 ounce cups per gallon
  - Beer – 165, 12 ounce servings per 1/2 barrel
    - Wine – 5 glasses per bottle
- Champagne Punch – 20 servings per gallon

# *Recommended Vendors*

## **Caterers**

Fat Boys Catering – 715-568-4464  
Five Star Catering – 715-379-3458  
Hy-Vee Catering- 715-598-9525  
Karl's Bar-BQ Express – 715-828-7910  
KP Katering – 715-855-9055  
Olmstead Catering LLC- 715-271-2272  
Sweet Clarisse Catering – 715-563-5145

## **Photographers**

Christy Janeczko Photography – 715-403-3123  
Life & Style Photography – 715-642-0101  
M & K Photographs – 715-382-3040  
Samplawski Photography – 715-289-3773

## **DJs**

Boiling Point Entertainment-608-770-7789  
Kaleidoscope Entertainment-715-225-3533  
Out of This World DJ – 715-533-3115

## **Florists**

Christensen Florist – 715-723-2251  
Eevy Ivy Over – 715-723-7576

## **Hair & Makeup**

Garage Salon – 715-723-2396  
Bravo Salon & Spa – 715-552-3200  
A Cut Above Salon – 715-720-0288  
Makeup by Ashley Elizabeth -

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**These are local Wedding Professionals that we have worked with and trust to provide excellent service for your special day! You are not required to use these vendors. Please hire the professionals you feel best fit your needs and style.**

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## **Hotels**

Holiday Inn Express & Suites – 715-723-4654  
Country Inn & Suites – 715-720-1414  
Cobblestone Inn & Suites – 715-720-0355  
Hampton Inn & Suites – 715-726-3000