

YOUR BALLROOM

WEDDING

CLIENT GUIDE



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HELLO THERE,
I'M NICKY TIFFANY



Congratulations on your engagement! I can't wait to see you step into this next chapter of life and I'm here to help you put your best foot forward in every way possible. Your wedding day should be a smooth celebration of the *beginning* of your journey, not just the culmination of stressful planning and logistical woes!

My career experience in corporate, private and academic sectors pales in comparison to the organizing, multi-tasking and pivoting I now execute each day as a ranch wife, home-schooling mother and event planner.

As we have lovingly rehabilitated the 160 year old Ballroom to welcome and host our community and friends like you, my passion for bringing people together and coordinating events has now come full circle... which brings me back to you. Let's get started, shall we?

Cheers. Nicky

W W W . T H E T E R R I T O R Y B A L L R O O M . C O M

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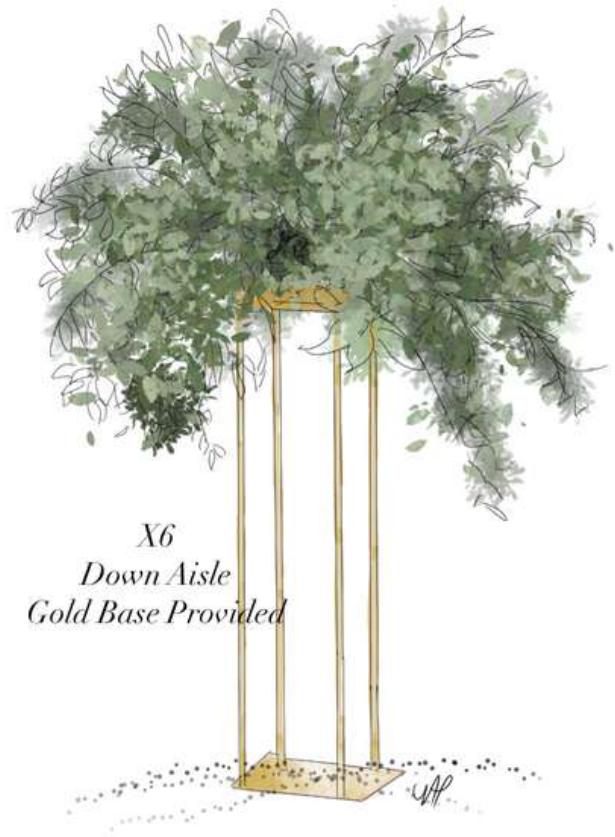


THE VENUE

Just as these two historic buildings have become one grand venue your wedding day should also be a reflection of two hearts becoming one. Nestled in the middle of the Kansas Flint Hills along the Santa Fe Trail, the Territory Ballroom is the perfect location to start "meeting in the middle" for your next life chapter. With plenty of rooms to get ready, stage photos, host your guests, and dance the night away, we also round out the list with our state of the art technology woven throughout the exquisite decor and luxury honeymoon suite to provide the ultimate upscale venue with downtown feels!

Furthermore, are you a DIY couple who only needs a little assistance, or would you like to have all the decisions made as stress-free as possible? From simply organizing small, local details to hand-selecting a theme, you can decide how much help we provide. Each wedding I help design and style is individual. Our concierge service to connect you with local and regional vendors and regular planning sessions help make your wedding planning easier than saying "I do"! Hospitality is our priority at The Territory Ballroom so that you can truly focus on what matters most!





FIRST THINGS FIRST

PRIVATE TOUR & CONSULTATION

A consultation tour brings full use of our experience in hospitality together with your unique vision for the flexible space at the Ballroom. Take your event to the next level by focusing on gorgeous details and impeccable style alongside our timeless and classic backdrop. Discuss budget, timelines and "non-negotiables" while you dream about the possibilities in the historic venue.

BOOKING CONTRACTS

Once you have chosen a package, a signature on the final contract will kick-start the next phase! A 50% non-refundable booking fee officially reserves your date and is applied to your package. Two additional payments split 50/50 will be due 180 days and 60 days out respectively. A credit card on file will be held for any incidentals or damages. Monthly planning calls will be held to discuss any ideas, questions or concerns. On your wedding day we will ensure your plans are carried out smoothly and discretely handle any problems that may arise.



COMMUNICATION

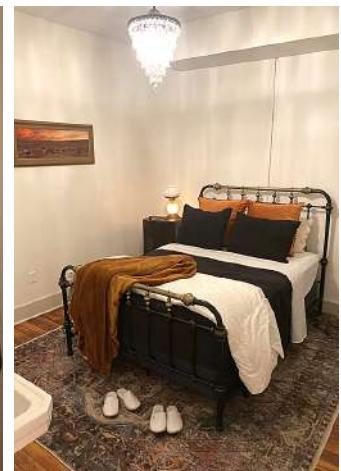
For certain packages and services our staff will be on site to handle communication between the venue, vendors, planners and you to ease any unwanted anxiety as all the details come together. You are also able to contact me directly throughout the process of planning and hosting your event. Any changes to your timeline, guest numbers booking, or vendors will need to be communicated in advance.

ADD-ONS

Additional services such as cake cutting may all be added to your package by selecting from our a la carte menu. Our luxury Honeymoon Suite can also be yours when the day is through. Soak in your new blissful state in our antique claw-foot tub and toast to the days to come! From invitation design to get-away cars, I can help manage your big day so that everything is exactly how YOU want it.

take a look around

You might find some inspiration here:
www.pinterest.com/theterritoryballroom
www.theterritoryballroom.com/lodging
instagram: @doñatulesuite



WHAT DOES A BALLROOM WEDDING COST?



Are you a DIY couple or would you love to just be a guest at your own wedding? What you spend on your wedding is a matter of personal preference and priorities. We have seen couples spend as little as \$8,000 for an intimate ceremony and reception and completely designed and coordinated other weddings for larger budgets.

With every piece of the wedding puzzle available in our rural community, on average, you can expect to spend roughly \$8,000 to \$15,000 for a wedding with 150 people. This would allow you to potentially check off items like the dress, venue, photography, catering and bar services, entertainment and select lodging for example.

When compared to more urban options, the Territory Ballroom's service and amenities allow for an affordable upscale wedding with a downtown feel. You didn't settle for each other, why settle now?!

WEDDING PACKAGES



THE FRIDAY PACKAGE

\$3000

EXCLUSIVE USE OF VENUE (NOT INCLUDING HONEYMOON SUITE)

FRIDAY 11 A.M. - 11 P.M.

SET UP & CLEAN UP

TABLES, CHAIRS, TABLE CLOTHS (BLACK OR IVORY)

DEDICATED CONCIERGE STAFF MEMBER ALL DAY

HOUSE SOUND SYSTEM

BORROW OUR DECOR! GLASS VASES, GOLD VOTIVES, GOLD FLOWER BOXES
(TALL & SHORT) SILK FLORALS & GREENERY

THE SATURDAY PACKAGE

\$4000

EXCLUSIVE USE OF VENUE (NOT INCLUDING HONEYMOON SUITE)

FRIDAY 11 A.M. - 11 P.M.

SET UP & CLEAN UP

TABLES, CHAIRS, TABLE CLOTHS (BLACK OR IVORY)

DEDICATED CONCIERGE STAFF MEMBER ALL DAY

HOUSE SOUND SYSTEM

BORROW OUR DECOR! GLASS VASES, GOLD VOTIVES, GOLD FLOWER BOXES
(TALL & SHORT) SILK FLORALS & GREENERY

WEDDING PACKAGES



THE SUNDAY/WEEKDAY PACKAGE

\$ 2 0 0 0

EXCLUSIVE USE OF VENUE (NOT INCLUDING HONEYMOON SUITE)

FRIDAY 11 A.M. - 11 P.M.

SET UP & CLEAN UP

TABLES, CHAIRS, TABLE CLOTHS (BLACK OR IVORY)

DEDICATED CONCIERGE STAFF MEMBER ALL DAY

HOUSE SOUND SYSTEM

BORROW OUR DECOR! GLASS VASES, GOLD VOTIVES, GOLD FLOWER BOXES
(TALL & SHORT) SILK FLORALS & GREENERY

THE THURSDAY REHEARSAL

\$ 5 0 0

ONLY AVAILABLE TO USE WITH FRIDAY RENTAL

USE OF BALLROOM 4 HOURS ONLY

REHEARSE, DECORATE & ENTERTAIN

NO ALCOHOL ALLOWED





ITEMS YOU'LL WANT TO ADD

select additional services to add to your package

BAR PACKAGES	SEE BELOW
DINNERWARE, FLATWARE. GLASSWARE	\$250
CAKE CUTTING SERVICE	\$100
HONEYMOON SUITE (FIRST RIGHT OF REFUSAL)	\$200
ADDITIONAL 2 BEDROOM SUITE (FROR)	\$250

DESIGN & LOGISTICS

need help putting it all together? select from the following list

INVITATION/FLORAL/COLOR DESIGN.	\$750
INVITATION DESIGN	\$250
FLORAL DESIGN	\$250
COLOR DESIGN	\$250
VENDOR BOOKING	10% OF VENDOR COST

IN HOUSE BAR PACKAGES

open bar / cash bar / combination

BARTENDING STAFF	\$30/HR
AVERAGE DRINK PRICE	\$6.50

MENU SELECTIONS, DON'T SEE WHAT YOU'RE LOOKING FOR? JUST ASK!

coors light, coors, michelob ultra, busch light

house white wine, house red wine

titos, evan williams, captain morgan, hornitos, hendricks, amaretto, crown royal

traditional mixers



EXPECTATIONS

Your big day begins upstairs in our Bridal Suite. These two rooms adjoin with a half-bath & common room to create the perfect all-in-one location to get ready. Whether you are waiting to have a special first look or not, your bridal party can spread out with plenty of room for those gorgeous candid photos. A private outdoor terrace also serves as the best spot for a cigar and whiskey toast for the guys!

Bride Prep | The Peeled Paper Room

Ideal time allotment: 120-150 min

Ideal time of the day: Morning

Ideal location: Natural light

Original 1800's wallpaper backdrop

Plenty of hooks for dresses

Tabletop & full length mirrors



Groom Prep | Cottonwood Room

Ideal time allotment: 60-120 min

Ideal time of the day: Mid-Morning

Ideal location: Small moody room

with terrace access, games &
gentlemen vibes



FREQUENTLY ASKED QUESTIONS

WHAT IS THE VENUE'S CAPACITY?

We can provide ceremony and reception seating at 5' round tables and 8' long tables with chairs for 175. A guest list of 200 is ideal.

DOES THE VENUE PROVIDE TABLES & CHAIRS, ARE THEY INCLUDED IN RENTAL?

Tables, chairs and linen tablecloths are included in every package.

WHO IS RESPONSIBLE FOR SET UP/CLEAN UP?

The Venue will be responsible for set up and clean up of all items belonging to the Venue as well as trash. You will be responsible for anything belonging to you.

DO YOU REQUIRE WEDDING INSURANCE?

We require proof of home/farm owners personal liability insurance with a minimum limit of \$500,000 naming The Territory Ballroom LLC as additional insured for the event duration.

WHAT ARE THE VENUE'S EVENT DAY HOURS?

The venue will be open and available at 11:00 a.m. and will close at 11:00 p.m. with an exception to Sunday and weekday events 11:00 a.m- 10:30 p.m.

CAN WE SET UP OR STORE ITEMS BEFORE THE EVENT?

Purchasing additional hours will allow you to bring items in to store the prior to your event. Any items needing to be left after the scheduled rental must be discussed in advance.

DO YOU ALLOW OUTSIDE ALCOHOL?

No. You will need to purchase the Alcohol Service through the venue which includes an on site bartender for liability purposes. A \$250 fine will be enforced for each drink not purchased through the venue.

WHAT TYPE OF DECOR IS PROHIBITED?

You may not attach anything to the walls, floors or ceilings with any damaging materials such as adhesives, semi-permanent or permanent methods. Confetti or loose glitter of any size, rice, silly string and fake snow.

DO YOU REQUIRE A DAMAGE DEPOSIT?

We require a credit card to remain on file until the following business day for incidentals and/or damages.



ALCOHOL & INSURANCE

We have lovingly restored a smoke-damaged hunk of wood that was part of the original Farmers & Drovers Bank counter from the 1800's as our bar front in the Ballroom. This focal feature presents an amazing opportunity for signature cocktails and Pinterest worthy photos! To keep the theme of hospitality flowing we have a strict "no outside alcohol" policy for our events. We do, however, allow you to choose whether or not you'd like a cash or open bar and the ability to choose the drinks we serve for your big day.

You are also responsible for purchasing your own event insurance for the day (many homeowners insurance policies will cover this for a small fee of a hundred dollars or so) so that we can help protect each other and your guests. More information on both of these topics can be found in our service contract.

are you ready to visit?

Book your private champagne tour here:

<https://calendly.com/territoryballroom/tour>





THE TERRITORY BALLROOM

I would love for you to share your special moments at the ballroom!

 @theterritoryballroom  @theterritoryballroom  @theterritoryballroom