



STAMBAUGH  
AUDITORIUM

*Weddings*



# Stambaugh SPACES

## JEANNE D. TYLER GRAND BALLROOM

The Tyler Grand Ballroom, an ideal space for large receptions, is capable of hosting up to 550 guests. The spacious layout allows for a customizable floorplan, and an Event Coordinator can provide options and suggestions for the best layout depending on the number of guests. The ballroom's entryway, wing walls, stage, lighting, and décor add elegance as well as versatility to the space. Lighting is completely customizable to set the perfect mood throughout the evening.

## ANNE K. CHRISTMAN MEMORIAL HALL

The Anne Christman Memorial Hall is the perfect space for a ceremony with the atmosphere of a traditional church wedding or a smaller, intimate reception. With inlaid vaulted ceilings painted with Gold Leaf, the space is sophisticated as is or with additional decoration. The large windows facing south and tall archways to the north give this intimate space the feel of a cathedral setting.

## LOBBIES

The Ballroom Lobby, located on the ground floor, and the Concert Hall Lobby, located on the second floor, are versatile spaces that can host various events of a wedding celebration. The Concert Hall Lobby can host a ceremony or reception, and the Grand Ballroom Lobby is the perfect setting for a Cocktail Hour prior to a reception in the Ballroom. These spaces have an elegance that cannot be duplicated with intricate detailing and a backdrop of grand staircases.

## GARDEN

Located on the south side of the building, the Garden is a beautiful setting for an outdoor ceremony or intimate reception. It is home to the original fountain, which has been restored with ambient lighting and is the centerpiece of this space. It is also a picturesque setting to host a pre-reception Cocktail Hour.

## CONCERT HALL

The centerpiece of Stambaugh Auditorium is the Concert Hall. The stage, which provides the breathtaking backdrop of the Concert Hall seating, can host a ceremony or reception. The grandeur of this space is unlike anything in the area for hosting a memorable and unique wedding.





# Food & Beverage SERVICES

*The following outlines additional services available. Fees for these services will be invoiced accordingly and are due in full at the conclusion of the event.*

## BRIDAL PARTY LUNCHEON & REFRESHMENTS

- Stambaugh Auditorium can provide an assortment of luncheon items and refreshments for the bridal party as they prepare for the ceremony or as the party waits for the reception to begin
- Luncheon items may include a choice of sandwich, vegetable, fruit, and/or antipasto trays and beverages
- Champagne service or a private bartender for the bridal party
- Contact an Event Coordinator for more information and options

## BAR SERVICE

- Beverage options for the bar are chosen from our beverage list as well as special items that you may request
- Beverage pricing is calculated by consumption at the conclusion of the event
- All beverages (excluding coffee, tea, and non-alcoholic punch) must be provided and served by Stambaugh Auditorium
- The number of bartenders is based on the number of expected guests and the complexity of your beverage choices
- Our bartender rate is \$10.50 per hour per bartender plus 20% gratuity, current sales tax rate will be applied to the beverage total

## CATERERS

- The choice of a licensed caterer is completely up to you, Stambaugh Auditorium does not have an in-house or exclusive caterer
- We encourage you to consult our list of recommended caterers
- You may also choose a licensed caterer that is not on our list
- Our professional kitchen is fully equipped and is included in the pricing for the Tyler Grand Ballroom
- The use of the kitchen can be added to the Christman Hall, Garden, Concert Hall, or Lobby for an additional fee







# Additional SERVICES



## PRODUCTION SERVICES

- Our production team can assist with providing sound systems, decorative lighting, video services, draping, etc. in any space, including the garden
- Sound systems can be used for the ceremony, cocktails, or the reception
- Lighting can add color to a specific area or the whole room, draw attention to a space when the time is right, or simply set the perfect mood for the evening
- Video services include everything from a monogram on the floor, ceiling, or walls, a photo slideshow or video shown to guests, and even live-streaming the event on YouTube for guests who can't attend in person
- Draping provides a backdrop during the ceremony or behind the bar at cocktails, creates a new entrance in any space, or completely changes the entire look of the room

## DÉCOR

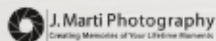
- The event department along with the production staff can provide décor assistance including table linens and ceiling treatments in the Tyler Grand Ballroom as well as integrating furniture, specialty chairs, accent pieces, and more

## THE E.M. SKINNER PIPE ORGAN AND STEINWAY PIANOS

- Stambaugh Auditorium's Concert Hall is home to an E.M. Skinner Pipe Organ which contains 4,000 pipes and can be a part of your day for events in the Christman Hall, Concert Hall, or Concert Hall Lobby for an additional fee
- A Steinway model B piano is available in the Christman Hall and Tyler Grand Ballroom, and a Steinway model D concert grand piano is available in the Concert Hall
- The pianos can be moved to other locations within Stambaugh Auditorium by approved movers for an additional fee

## DESIGN SERVICES

- In-house design services can assist with various aspects of print design for weddings including invitations, save the dates, seating charts, decorative and bar signage, table numbers, thank you cards, etc.
- Stambaugh Auditorium can also facilitate printing of all items with local printers
- For options, contact an Event Coordinator





# Reserving A DATE

## SOFT HOLD

Holds a date and time block for 10 days with no money down. At the conclusion of 10 days, the date will be released.

## FIRM HOLD

Holds a date and time block for 90 days with a \$200 down payment. At the conclusion of 90 days, if the decision is made to confirm the date and sign a contract, the \$200 payment is applied to the outstanding balance. If the decision is to release the date, the \$200 payment is non-refundable.

## FINALIZING DATE (CONTRACT)

A contract outlining the specific date and time must be signed with a prepayment of 50% of the total remaining fee due. The remaining 50% must be paid 30 days before the event.



# Keep in Mind

- Our facility pricing includes the assistance of our professional Event Coordinators. Your event coordinator will also be a part of your day to ensure every aspect of your event at Stambaugh Auditorium happens as planned
- Our Event Coordinators and staff are available to be as involved or uninvolved as you wish
- If you prefer a one-stop-shop, our staff is happy to take the reigns on planning, contacting vendors, gathering menu and décor options, creating layouts, compiling timelines, etc
- The facility pricing includes the use of Stambaugh Auditorium owned tables and chairs which can accommodate up to 550 guests for dinner
- Security services are provided by off-duty police officers hired by Stambaugh Auditorium; it is required for receptions and is an additional expense



# Facility INFORMATION



## INVENTORY DIMENSIONS

	WIDTH	LENGTH	
Ballroom	94 ft	115 ft	8,815 sq ft
Dance Floor	33 ft	54 ft	1,782 sq ft
Pillars (14)	25 in sq	11 ft Tall	18 x 33 ft apart
Stage	25.5 ft-10 ft	17.5 ft deep	340 sq ft
Ballroom Lobby	25 ft	88 ft	2,288 sq ft
Christman Hall	32 ft	78 ft	2,496 sq ft
Concert Hall Lobby	25 ft	100 ft	2,500 sq ft
Concert Hall Stage	58 ft	39 ft	2,262 sq ft
Garden	36 ft	136 ft	4,536 sq ft

56 TOTAL	60 inch Round Table (seat 8 comfortably)
5 TOTAL	72 inch Round Table (seat 10 comfortably)
8 TOTAL	48 inch Round Table
25 TOTAL	66 inch Round Table Converter
7 TOTAL	72 inch Round Table Converter
34 TOTAL	8 foot Rectangle (banquet) Table
4 TOTAL	6 foot Rectangle (banquet) Table
15 TOTAL	24 inch high Cocktail Table
1 TOTAL	60 inch Round, Cake Table on wheels
150 TOTAL	Gold Christman Hall Chair
600 TOTAL	Beige Grand Ballroom Chair
4 TOTAL	6 foot Serpentine Table





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# STAMBAUGH AUDITORIUM

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