



COLUMBIA CLUB WEDDING GUIDE



CELEBRATE IN STYLE AT THE COLUMBIA CLUB

For over 135 years, the Columbia Club has been a cherished destination for hosting unforgettable events in the heart of Indianapolis. Whether you are planning an intimate rehearsal dinner or a grand banquet reception, our historic clubhouse offers the perfect blend of sophistication, elegance, and timeless charm.

With more than 20,000 square feet of indoor event space, we provide a seamless fusion of tradition and contemporary style. Our unwavering commitment to exceptional service ensures every celebration is flawlessly executed and truly memorable.





Exceptional Venue with a View

Choose from three premier venues the Grand Lobby, Crystal Terrace, and Stardust Ballroom, each with breathtaking views of Monument Circle. These exquisite spaces feature soaring ceilings, intricate chandeliers, and stunning architectural details dating back to the 1920s. In addition, several smaller meeting rooms are available for rehearsal dinners, bridal party preparations, and private gatherings.

Expert Planning & Personalized Service

Our dedicated wedding planning team is here to help you every step of the way, ensuring that every detail of your special day is perfectly tailored to your vision. Let the Columbia Club be the setting for your unforgettable celebration.

CLUBHOUSE PACKAGE

PRICED PER PERSON

Dinner Reception
Choice of Italian or Mexican Buffet Service

Beverage Service
Four-Hour Beer & Wine Bar
Coffee & Tea Service

Linen
In-House Napkins
In-House Linen

Clubhouse Package Upgrades:
Cocktail Hour: Hors d'oeuvre Service available at an additional cost
Buffet Service: Mediterranean Buffet \$20.00 person
Build your own buffet with (3) entrée selections \$25.00 person

HARRISON PACKAGE

PRICED PER PERSON

Cocktail Hour
Two Stationed Hors D'oeuvres

Dinner Reception
Salad Choice
One Entrée Selection

Beverage Service
Coffee & Tea Service

Linen
In-House Napkins

ALL WEDDING PACKAGES INCLUDE

- House Linen in Black, White, or Ivory
- Silver or Gold Acrylic Chargers
- Gold Votive Tea Candle Holders
- Menu Tasting
- Cake Cut
- (1) Bartender Per 100 Guests
- Bridal Suite & Grooms Suite
- Complimentary room night stay in the Presidential Suite for the night of the wedding
- Complimentary Bottle of Champagne for Bridal Suite
- Complimentary (6) Pack of Domestic Beer for Grooms Suite



COLUMBIAN PACKAGE

PRICED PER PERSON

Cocktail Hour

Three Passed Hors D'oeuvres

Dinner Reception

Salad Choice

Two Entrée Selection

Beverage Service

Four-Hour Premium Bar

Champagne Toast

Coffee & Tea Service

Linen

In-House Napkins

A-Classic Floor Length Poly Linen

PLATINUM PACKAGE

PRICED PER PERSON

Cocktail Hour

Four Passed Hors D'oeuvres

Dinner Reception

Salad Choice

Two Entrée Selection

Beverage Service

Four-Hour Top Shelf Bar

Champagne Toast

Salad Service Wine Pour

Coffee & Tea Service

Linen

In-House Napkins

A-Classic Floor Length Poly Linen

Assortment of Color Selections



VENUE DEADLINES & REQUIREMENTS

- **Guest RSVPs:**

Final guest RSVPs counts are due (3) weeks before the wedding. Once the final guest count is submitted, it may not be reduced. Your catering event manager will send an Excel template to note guest seating, guest entrée selection, and dietary restrictions.

- **Escort Cards:**

It is required to provide guest escort cards that note the guest name, icon or indication as to what the guest has ordered, & noting guest dietary restrictions.

- **Wedding Planner/Day of Coordinator:**

To ensure a seamless experience, couples are recommended to hire a wedding planner or day of coordinator. The planner will be the couple's liaison for timeline of events, vendor coordination, bridal party coordination, etc. Columbia Club catering event manager will be onsite for client weddings serving as the liaison between the Columbia Club and the wedding vendor team.

- **Bar Service:**

Columbia Club requires a one-hour bar closure during guest transition from cocktail hour to reception. The hour closure will not affect the (3) additional hours for the reception. Following the one-hour closure, the bar will open back up for guests. All bars close down a half hour before the wedding ends.

- **Cake & Dessert:**

Couples are more than welcome to provide outside dessert. It is required to go through a licensed bakery for all dessert options.

- **Clearing the Space at the end of the Evening:**

The only vendor that is required to clear at the end of the evening is the florist. Personal decor will be placed on a table by the Columbia Club team for the couple to pick up the following morning. It is not required for the couple to clear the space as the Columbia Club prefers to execute this.

- **Bridal Suite & Grooms Suite:**

Couples are more than welcome to bring in outside food to the suites to enjoy. Columbia Club requires that alcoholic beverages are added to event orders to be delivered to the getting-ready suites. Columbia Club requires the groom's suite to remove all of their personal belongings before the ceremony.



ADD-ONS

- **Late Night Snack:**

Columbia Club provides late night snack options in house which is available at an additional cost.

- **Menu Tasting:**

Tastings are complimentary for up to 4 guests. Additional guests may be added on at an additional charge.

- **Presidential Suite (Bridal Suite):**

When booking a wedding, the Presidential Suite is included as a complimentary overnight stay for the wedding night. Brides would be welcome to check in the night before the wedding at an additional on charge.

- **Salad Service Wine Pour:**

Couples are welcome to add tableside wine service at an additional charge per bottle. During the tasting the couple will select their choice of red and white wine to be served to their guests.

- **Host Parking:**

Couples may add on host parking at an additional charge per car parked. The fee will be added to the final event order followed after the wedding.

- **Christmas Decor:**

Couples selecting wedding dates in November or December should be aware that holiday décor will be displayed throughout the Club. Certain weekends in early November may also be subject to holiday decorating schedules; please consult your Event Manager for details. If a couple requests the removal of holiday décor from their event space, this service may be available for an additional fee.

- **Entrée Add On:**

Couples are welcome to add on an additional entrée to their wedding package.

- **Vendor Access:**

Vendors will have access to the venue beginning 6 hours prior to the start of the event. Additional time is available at an additional charge per hour.

- **Risers:**

Couples who anticipate their wedding hiring a band are able use the Columbia Club's risers, which are available at an additional charge per riser.

- **Rentals:**

The Columbia Club partners with A-Classic Party Rentals to provide upgraded linens, tableware, décor, and specialty rentals. Additional tablescape enhancements are available for an added fee. The Club maintains 340 gold ballroom chairs. Weddings hosting both a ceremony and reception with 170–250 guests may require additional rental chairs through A-Classic. Please note that A-Classic delivery and setup fees apply to all orders. Upgraded linens beyond standard poly selections will incur additional charges.

- **Bar Service:**

All wedding packages come with a (4) hour bar service. Couples will receive (1) hour of bar service for cocktail hour and (3) hours of bar service for the reception. Couples are welcome to add an additional hour to the bar service.

Clubhouse & Harrison Package - Beer & Wine: Additional charge per person

Columbian Package - Premium Bar: Additional charge per person

Platinum Package - Top Shelf Bar: Additional charge per person

VENDORS



EXCLUSIVE VENDORS

Audio Visual
Markeys

A-Classic Party
Rental
Linen, Chairs &
Tableware

PREFERRED VENDORS

Wedding Planners

Plum & Poppy Weddings (Sarah Keeker)

Luva Events (Ashley Brost)

Captivating Events (Rebecca Mckivitz)

Modern Love Events (Ginger Slisher)

plumandpoppy.com

luvaevents.com

captivating-events.com

modernlove.events

DJ/Band

Track Seven DJ

DJ Sound Solution

TLW Entertainment

Night to Remember

Blue Water Kings Band

AMS Entertainment

track7dj.com

d-jsoundsolution.com

tlwentertainment.com

ntrentertainment.com

bluewaterkingsband.com

amsindiana.com

Photography

The Siners Photography

Indy Visual

Perfect Prints Photography

thesiners.com

indyvisual.com

perfectprintsphotography.com

Florist

McNamara Florist
Flower Boys
Bella Sorella Floral Design
SoBro Flower Co.

mcmamaraflorist.com
flowerboysindy.com
bellasorelladesign.com
the21petals.com

Bakery

Classic Cakes
Taylors Bakery
Sweet Escape

classiccakescarmel.com
taylorsbakery.com
sweetescapecakecompany.com

Event Rentals

Everblooms Wedding & Events
Atmosphere Indy
Indiana Wedding Decorators
Ace it Indy AVE Party Rental

everbloomsevents.com
atmospheresindy.com
indianaweddingdecorators.com
acepartyandtents.com

Calligraphy & Live Wedding Painting

Louella's Paperie
Pickle Prints
Melinda Spear Huff
The Pure Paintress

louellaspaperie.com
pickleprints.com
melindaspearhuff.com
thepurepaintress.com

Hair

Omordia Sophia

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