



DANIEL VISUALS

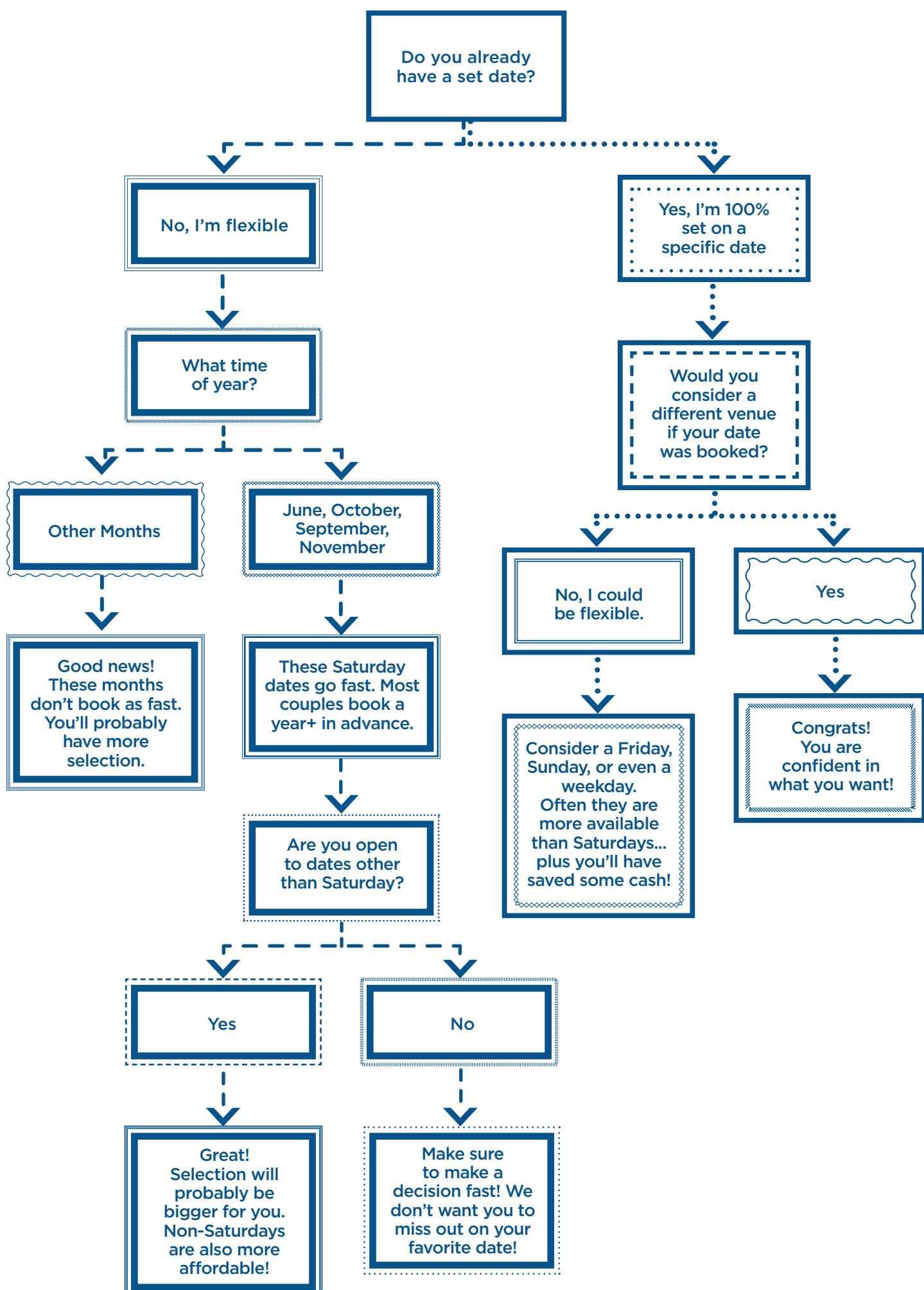
Wedding Planning Guide

RJC 

RUTHE JACKSON CENTER

Step 1: Set Your Wedding Date

The first step in solidifying a venue is selecting a date. If you already have a set date in mind, this step is as easy as checking with RJC staff to see if your date is available. However, if you're unsure about your date, this is a great place to start. Being flexible with your wedding date is always a great idea. You will often find there is more selection for you. Plus, you could even score a great deal on your venue rental by opting for a Friday, Sunday, or even a weekday wedding!



Step 2: Consider Your Investment

At the Ruthe Jackson Center, we believe planning your wedding should be fun and easy! That's why we take pride in being an all-inclusive venue that provides catering and bar services. Being an RJC bride you can rest assured that we are always fully staffed and equipped to handle your event. No more endless worrying about whether your dinner will be served on time or if you bought enough alcohol for the bar! We can take care of it all!

LIGHTLY PHOTOGRAPHY



JUST INSPIRED VISUALS

DEVEN ASHLEY PHOTOGRAPHY



JESICA CLAY PHOTOGRAPHY

RJC Pricing



Venue Rental	Guest Count Minimum	Price	Venue Access Time	Maximum Event Time
Monday - Thursday	50	\$2000	3pm - 10pm	4 hours
Friday	100	\$3500	3pm - 12am	6 hours
Saturday	150	\$4500	1pm - 12am	6 hours
Sunday	75	\$2750	3pm - 10pm	4 hours

*Total event cost is subject to 8.25% sales tax and 18% service charge.

Pricing FAQs

What is due at booking?

To reserve your date, a \$1,000 refundable booking deposit is due along with your signed rental agreement. Assuming no damages to the building after your event, the deposit will be refunded to you in full.

What’s the difference between access time and event time?

Access time is the time that you and your vendors have access to the building. Event time is the maximum number of hours that are included in your rental for your actual event. Event time is the start of your ceremony to the end of your reception.

Do I have a cleanup hour?

Yes! We include one hour after your event is over to gather your personal belongings. Don’t worry, we handle all the dishes and trash cleanup! Doors to the facility will be locked at 1am on Friday/Saturday events and 11pm on Monday-Thursday and Sunday events.

How much is catering and bar?

Catering starts at \$24++ per person. The price varies depending on the menu selected and the type of meal service provided. Hosted, pre-paid and cash bar options are all available. Waitstaff, bartenders and security officers are also necessary for every event. Cost varies based on your guest count. RJC menus and a custom quote available upon request.



JESICA CLAY PHOTOGRAPHY



JESICA CLAY PHOTOGRAPHY



BRYAN RAZO PHOTOGRAPHY

Amenities

- Exclusive use of the venue during your access hours
- Exquisite private arbor & wedding garden with stone courtyard
- Wedding gazebo with stone fireplace
- Romantic garden lighting featuring 60,000 twinkle lights & tree uplighting
- Austin stone fire pit
- Custom water feature in lobby area with wedding color accents
- Grand ballroom featuring 3 French crystal chandeliers and 22' ceilings
- Grand lobby piano
- Tables, black Chiavari chairs, & half-length black or white linens
- Scheduled 1 hour ceremony rehearsal time prior to your wedding day
- 2 hours of pre-wedding bridal portrait time prior to your wedding day
- Beautiful bridal suite with private powder room, grand bridal mirror, professional makeup counters, specialty lighting, stylish furnishings, coffee bar, & mini fridge
- Groom's suite featuring a 90" TV with gaming table and lounge furniture
- Complete event setup & post-wedding cleanup
- Venue coordinator
- Unlimited venue visits & planning meetings
- 3 display easels
- 30 minute use of 3 ceiling mounted projectors with drop down screens
- Access to A/V
- Ample guest parking
- Cake cutting service
- China, silverware, glassware, & black or white linen napkins
- One catering tasting appointment prior to your wedding day
- One bottle of champagne for the bride & groom during toasting



RICK DAVILA PHOTOGRAPHY

Step 3: Tour RJC!

If you're ready to move forward with RJC, we would love to offer you a tour!

This next step is very important so that you can see the venue, check our availability, and meet with one of our venue coordinators. After this step, you'll feel more confident in making your venue decision!

Popular Tour Times:

While we love walk-ins, please call ahead to schedule an appointment to ensure we can dedicate time to your tour. Tour times listed below are based on our weekly availability and are subject to change.



CHRISTINA MCDANIEL PHOTOGRAPHY

Business Hours:

Monday - Friday
8am - 5pm

After Hours:

Tuesday evenings
after 5pm

Weekends:

Saturdays based
on availability

Step 4: The RJC Difference

We stand behind our venue and what makes us different.

When you book with RJC, you don't just get an empty space, you get an experience! We take care of the extra things and little details. We believe in our staff, catering, and venue coordinators that create seamless events every weekend.



KARLYE MELYNN PHOTOGRAPHY

Always fully
staffed

Exclusive use
of the venue
during your
access hours

Industry recognized
experience & stability

Venue coordinators that
take care of the details

Always
prepared
with Plan B

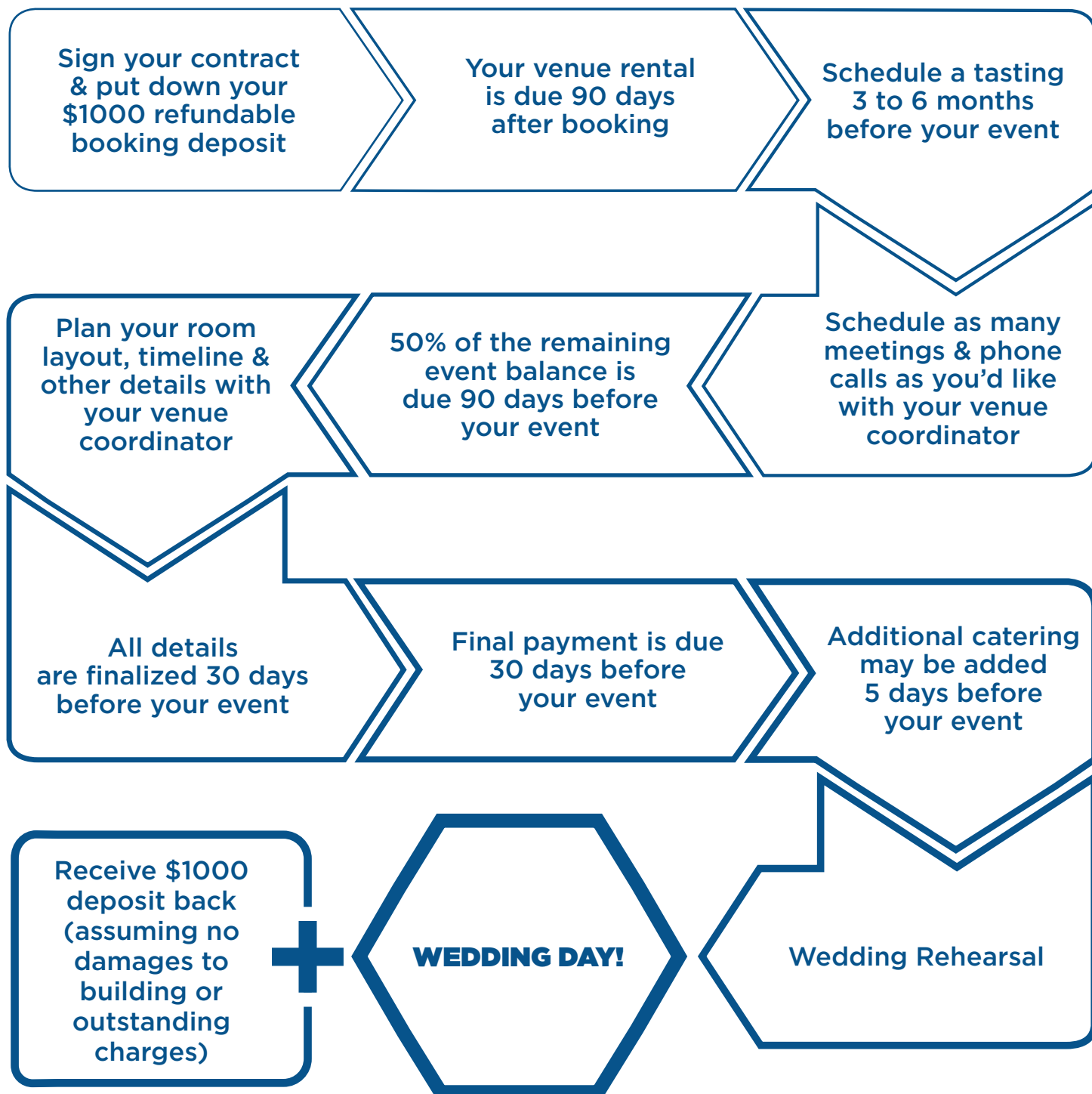
Excellent
catering &
bar services



MADELINE C PHOTOGRAPHY

Step 5: Book Your Date!

Congratulations on reaching Step 5! We are so excited to host your wedding! Booking with RJC is very simple. Just schedule an appointment to put down your deposit. With RJC, you won't be left in the dark about your next steps after booking. We will guide you all the way up to your wedding day.





JESICA CLAY PHOTOGRAPHY



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