







# Weddings at VisionLoft

VisionLoft is a creative event venue that can provide brides and grooms with a unique wedding/reception experience in the heart of downtown Indianapolis steps from the popular Mass Ave. This unique trendy downtown event space will provide your guests with a high-tech atmosphere boasting trendy décor. VisionLoft's design is a mix between the historic nature of the building and today's modern technology. Your wedding can reflect your own creative style with our flexible ability to support your vision.

## Ceremony & Reception Pricing:

Friday and Sunday-\$3,500 Saturday-\$4,500

Setup and Cleanup Fee - \$400

Downpayment of 1/2 of rental due to hold date. Credit cards accepted at 2.9% processing fee.





# WEDDINGS





# WEDDINGS



## EXTRA SERVICES

### PIPE AND DRAPE

Drapes hung on pillars to create a ceremony space followed by a reception. or for design flair to soften the space. \$500



### EXTRA LIGHTING

Add a vintage flair to the brick backdrop with strands of courtyard lights. \$200



### WEDDING BACKDROP

9 ft Drapes and Ivy backdrop ready for fresh flowers to make a beautiful backdrop for pictures or ceremony. \$200



### DAY OF COORDINATION

VisionLoft will take care of coordinating your onsite vendors and map out your timeline for your day. \$750



OTHER OFFERINGS- PLEASE ASK ABOUT  
SECURITY AND PARKING



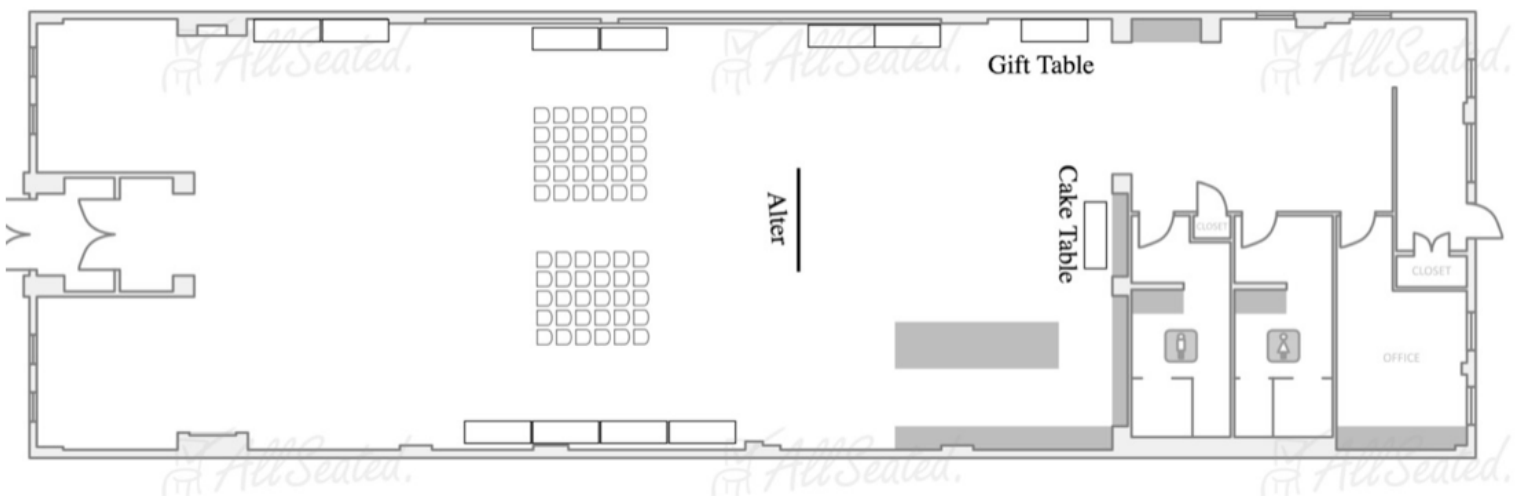
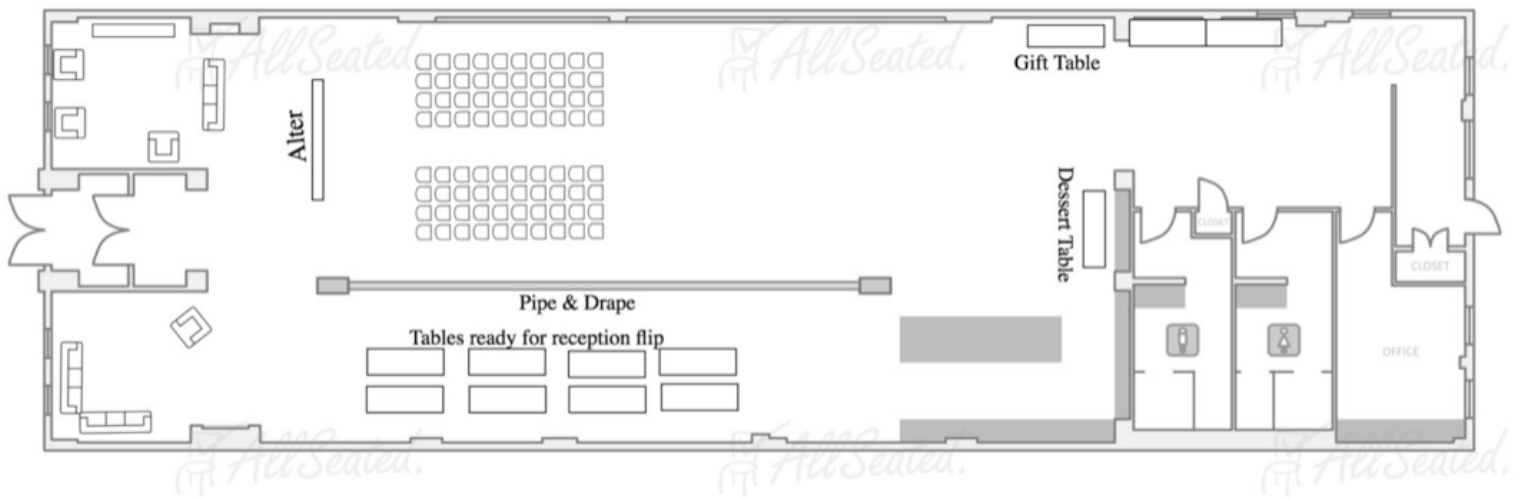
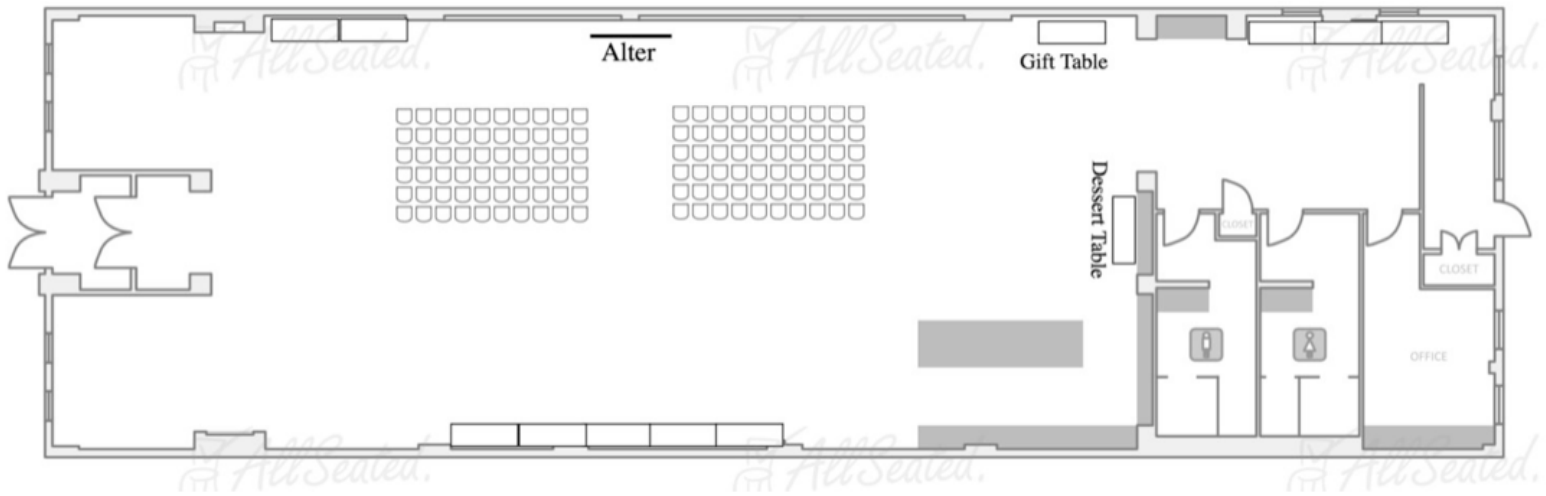
# Layouts

VisionLoft's inventory of furniture for setup includes the following: 12 wooden tables, 4 6ft. round tables, 6 5ft. round tables, and 4 4ft. round tables. We have 250 ghost chairs for your utilization. All soft seating in both breakout areas is included in your rental. We have 8 additional rectangular tables available for your caterer and DJ also and is included in the setup. Black tablecloths are included for the round tables and catering tables. Tablecloths for the wooden tables would need to be rented.

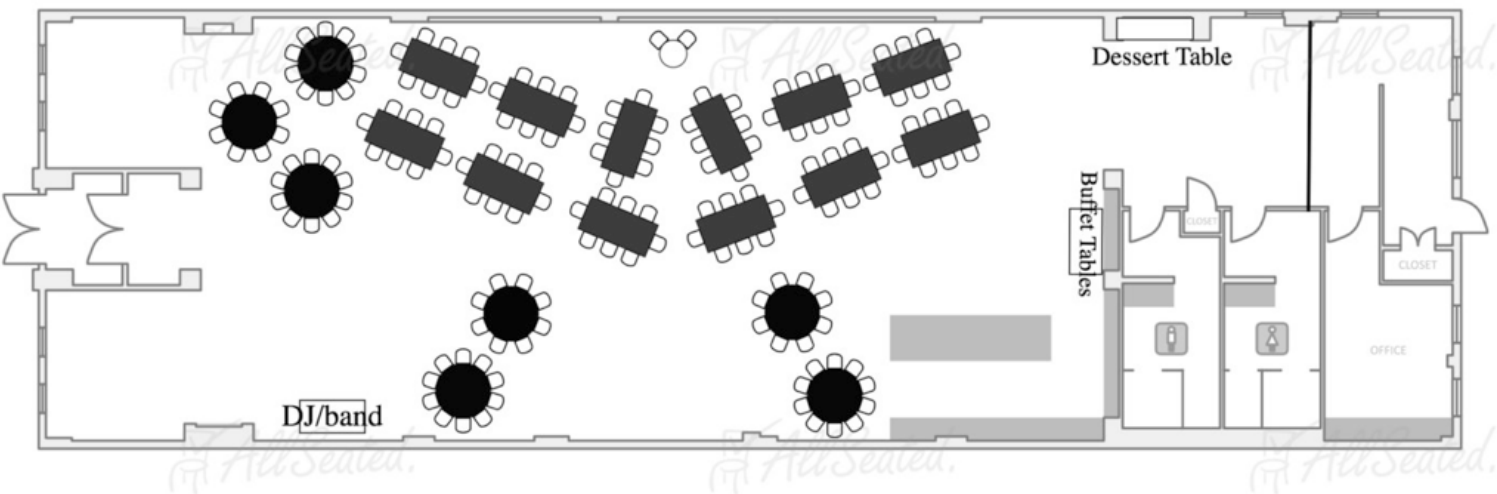
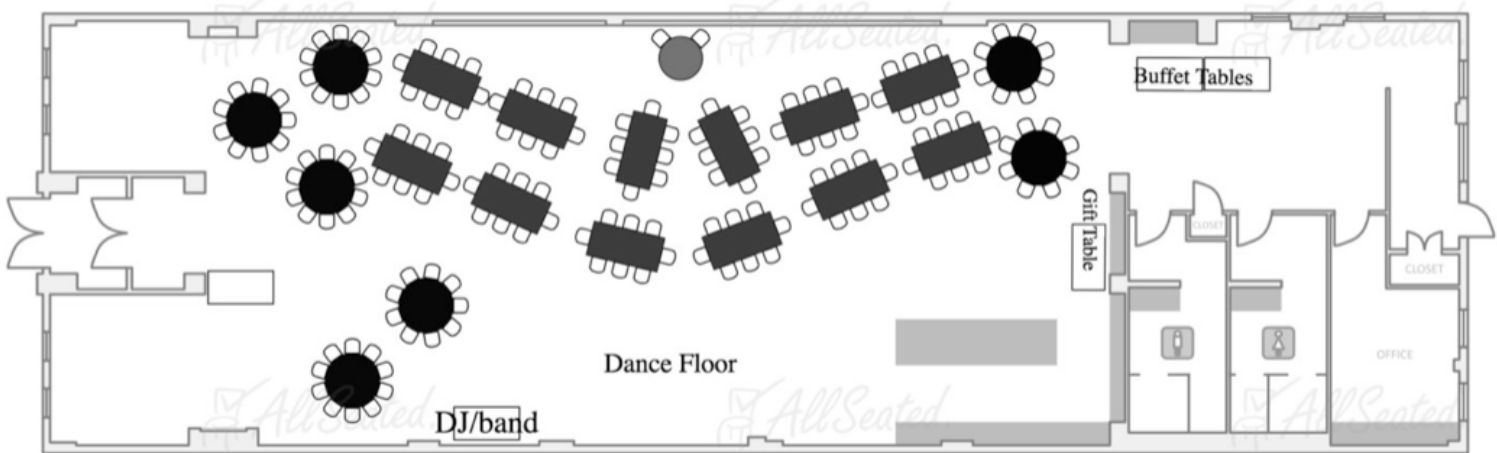
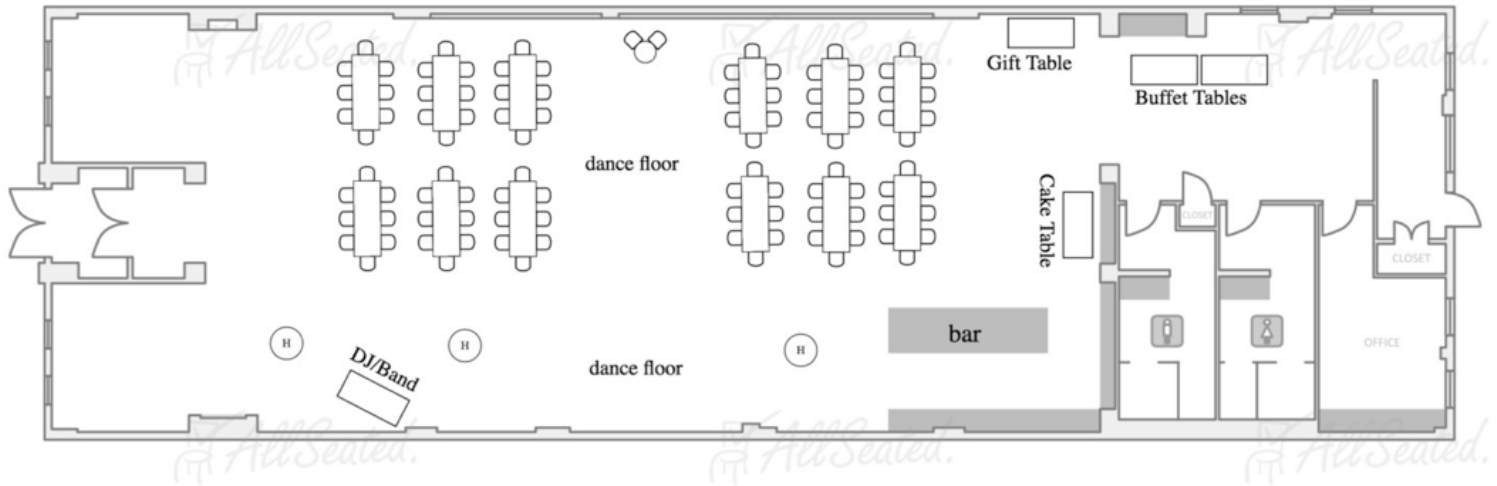


If you opt to plan a flip of furniture between ceremony and reception, please recruit a team of movers from your guest list to assist. Our Day of Coordination services team will be responsible for the room flip if you choose to purchase this service.

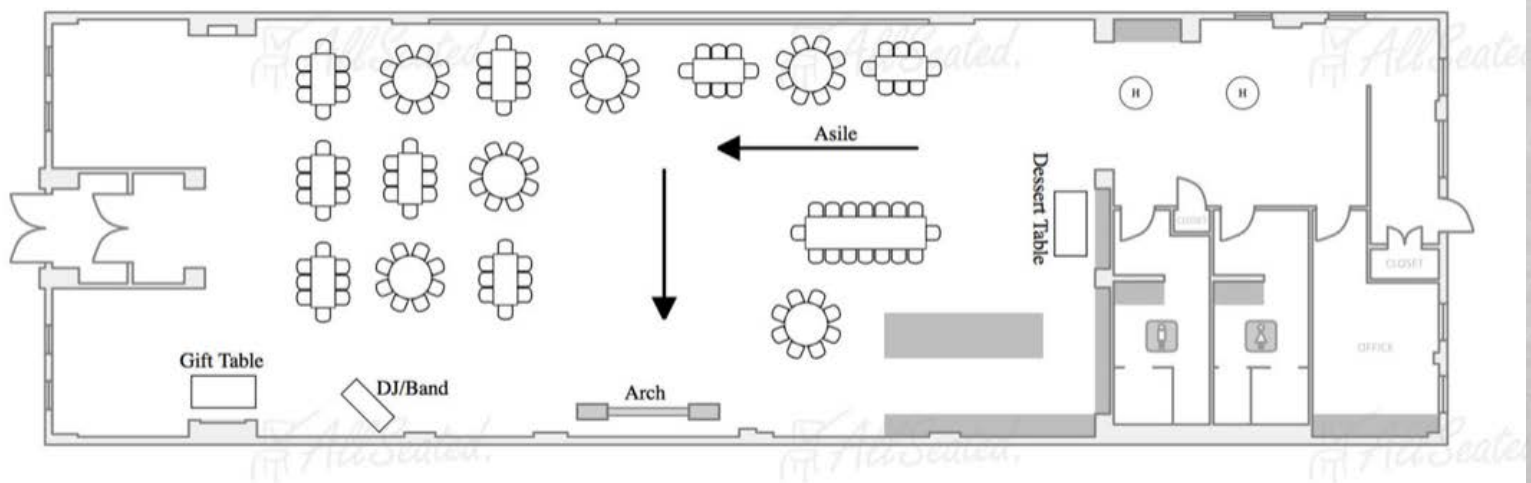
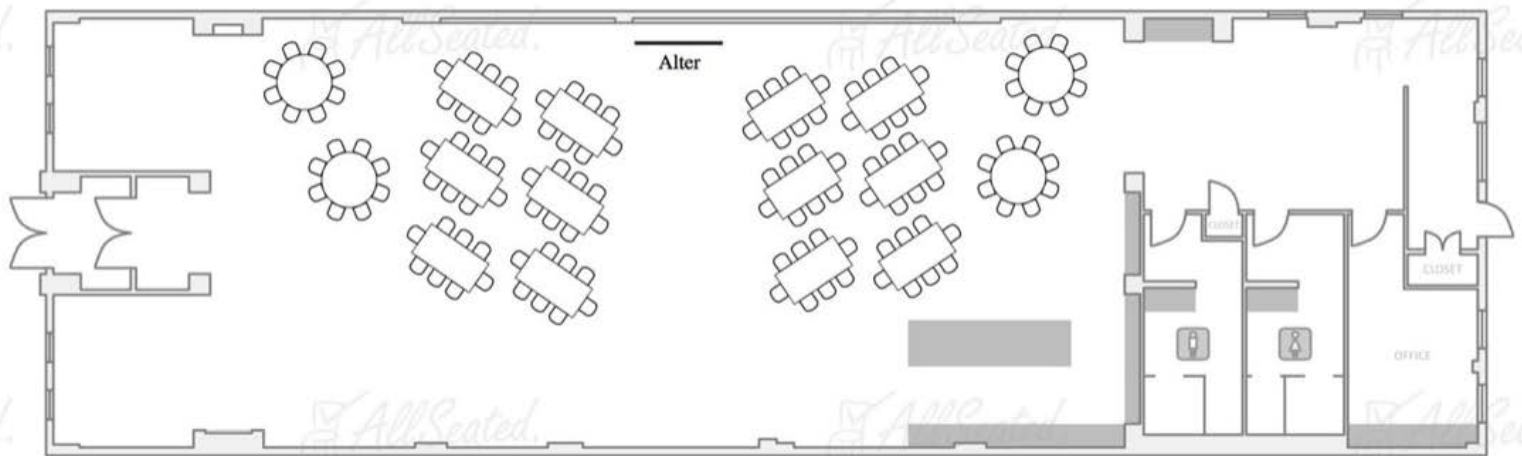
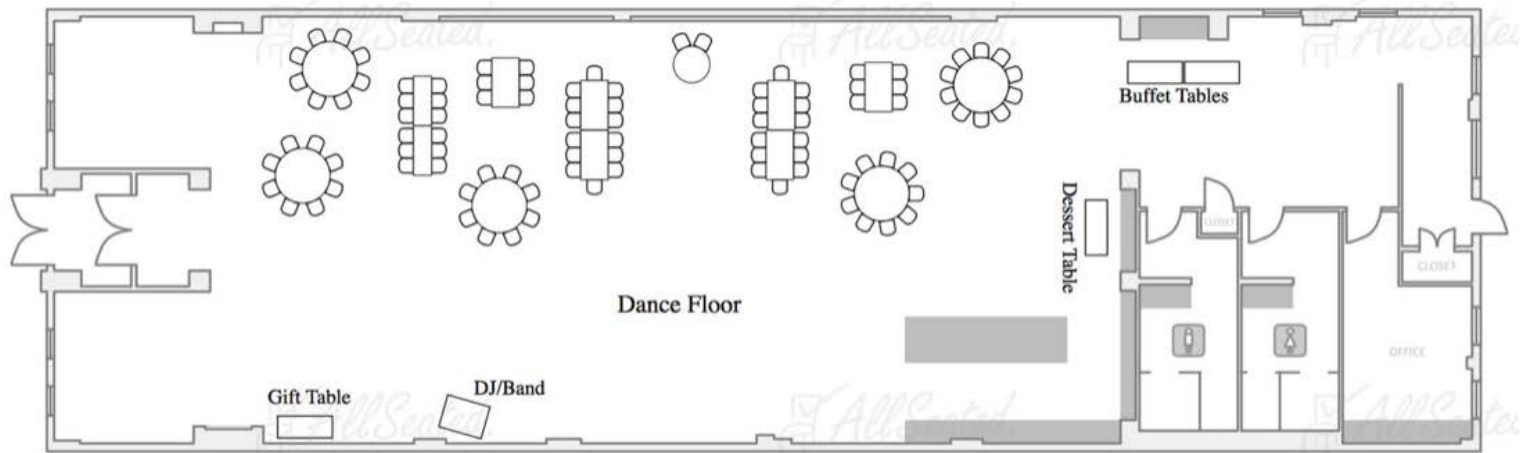
# Ceremony Options



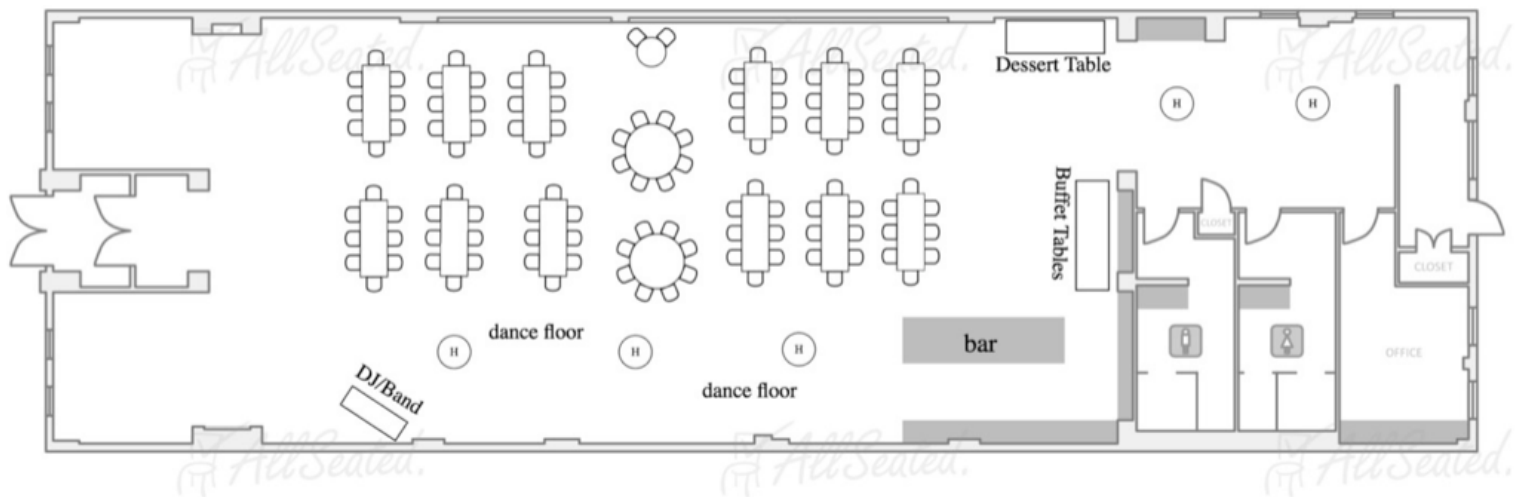
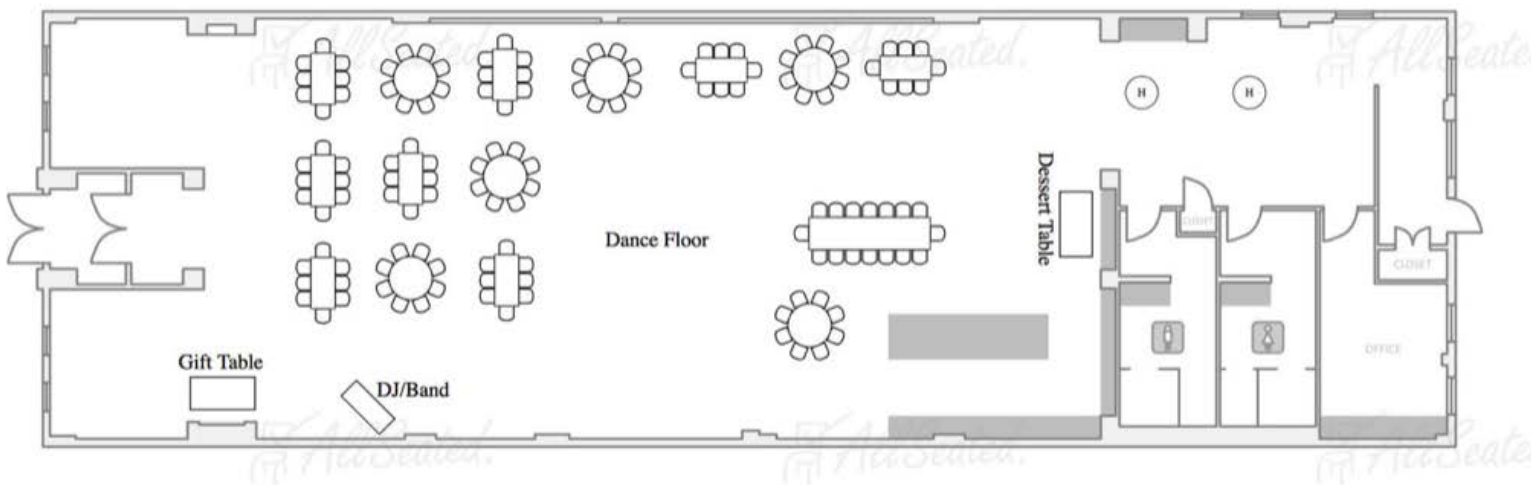
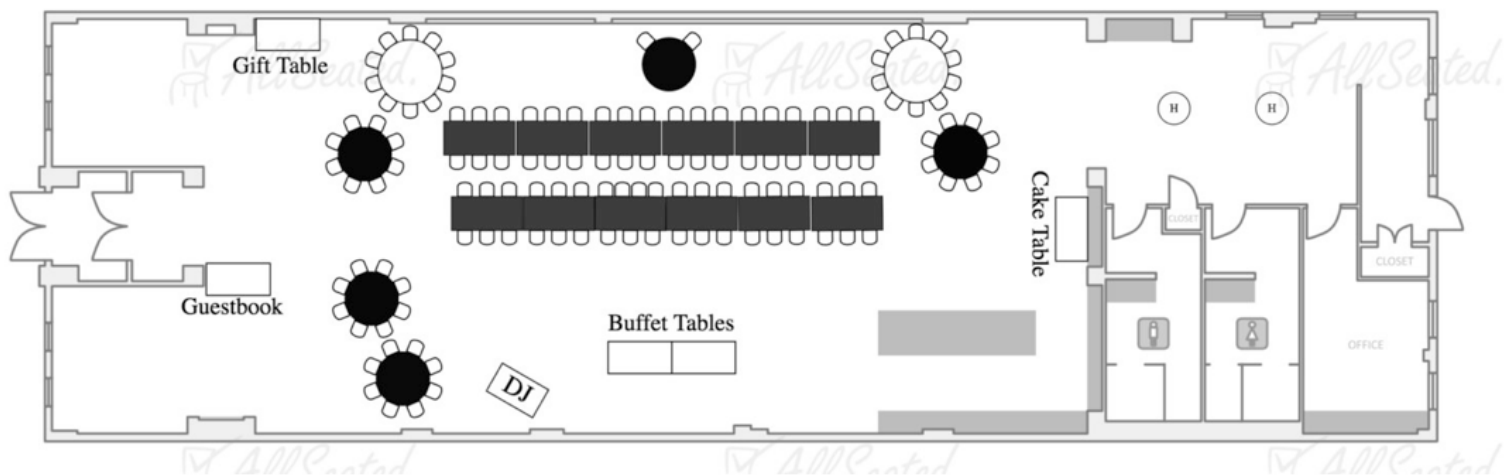
# Cabaret Ceremony or Reception Layout



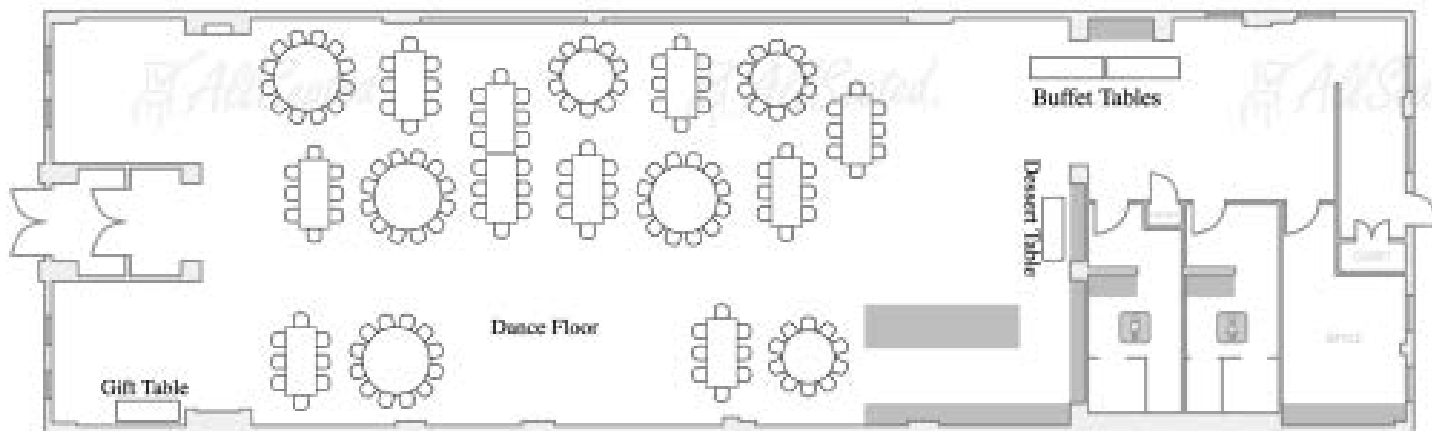
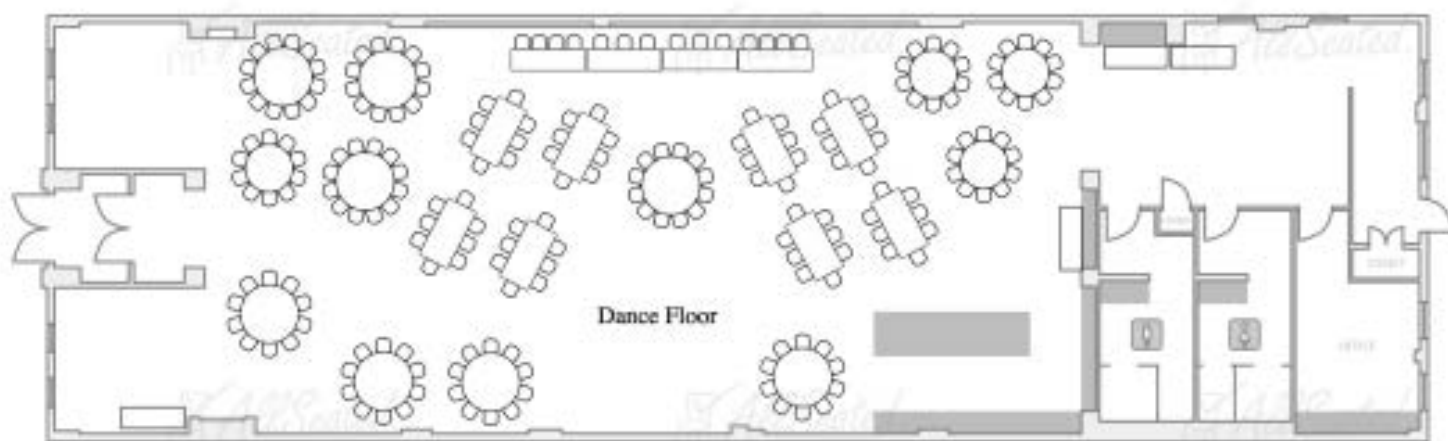














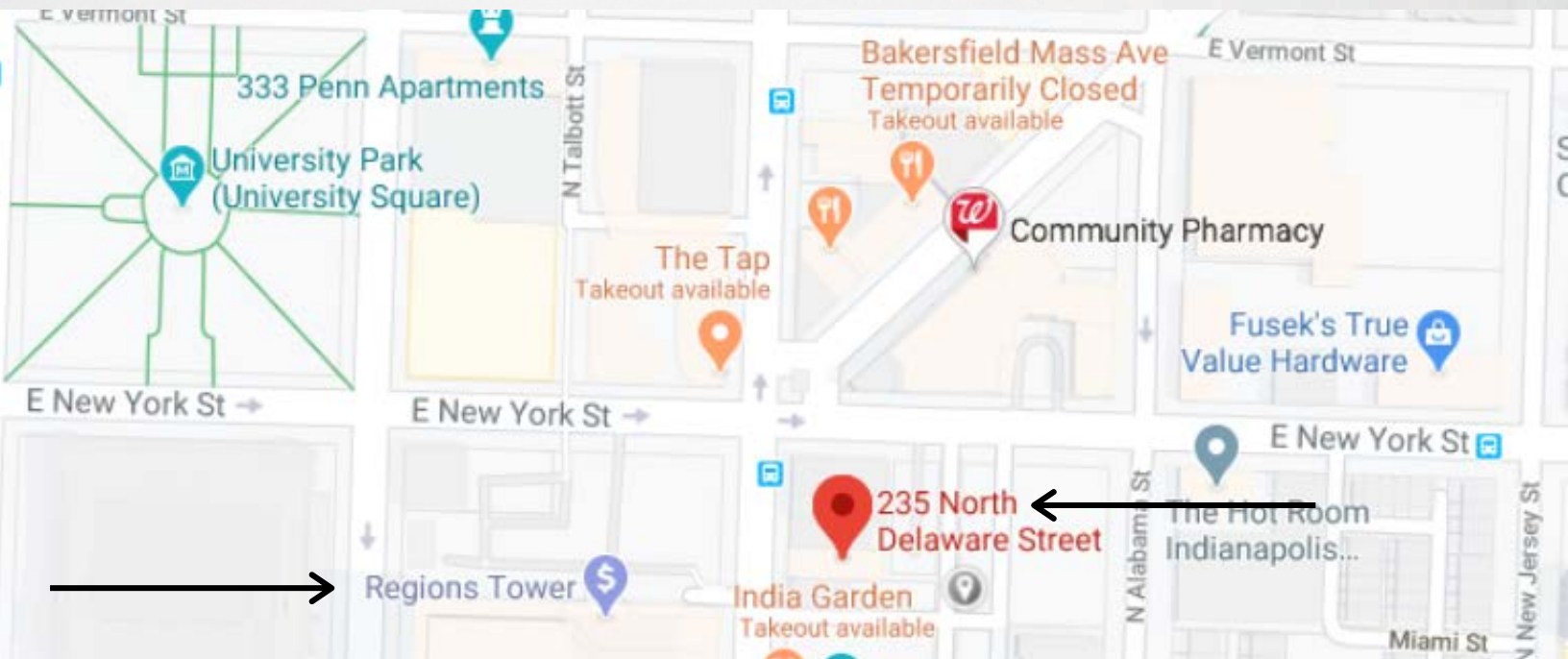
# WEDDINGS





# Location & Parking

235 N Delaware St. Indianapolis, IN 46204



VisionLoft is located in downtown Indianapolis steps away from Mass Avenue. There is convenient parking directly across the street in the Regions Tower Garage. Parking validation is available for your guests at \$5 per vehicle. Other parking options include the Pulliam Square Parking Garage and the Market Square Center Garage.

# FAQ

**Q: What is the earliest we can access the space?**

Access to the venue begins at 8am.

**Q: Where will guests park?**

Parking is available and can be validated for the Regions Tower parking garage at \$5 per vehicle.

**Q: Where do guests go during a room flip from Ceremony to Reception?**

Depending upon the size of the event, you may want to plan to have guests exit to visit the amenities of Massachusetts Avenue for a maximum of 1 hour.

**Q: What is your capacity?**

VisionLoft is 5000 sq. feet and can accommodate a maximum of 200 guests for a seated reception dinner. Capacity for a standing cocktail reception is 300.

**Q: Do you have photos of other ceremony/receptions in the space?**

Yes! Please view our extensive photogallery online at <https://www.pinterest.com/visionloftindy/>

**Q: Are there places to take photos?**

Being located downtown Indianapolis, there are many photo opportunities steps away. Options include: Soldiers & Sailors Monument, The War Memorial, and the Indianapolis canal walk. Photos in the space before the ceremony are welcome as well.

**Q: Do you offer coordination services?**

We offer Day Of Wedding services at an affordable rate. You can visit information on this service at <http://visionloftevents.com/dayofservices>

**Q: Do you have any decoration restrictions?**

Candles are allowed but must be in glass containers for the safety of the guests and the space. No glitter or confetti. Decorations may not be hung with tape, wire, nails or screws in Vision Loft which will damage the historic venue. All decorations must be removed without leaving damage to the event space. Please note VisionLoft does have some nails and hooks ready for hanging.



# WEDDINGS





# Terms of Service

- Downpayment of \$1750 for Fridays and Sundays and \$2250 for Saturdays to hold the date. This payment is non-refundable.
- Rental must be paid in full before entering the space for the event.
- Wedding events must be paid two weeks in advance with final count given to VisionLoft.
- Client has full access to all furniture in the space. Client is responsible for acquiring a team to move furniture if there is a flip involved from ceremony/reception unless Day of Services has been acquired.
- All alcohol must be purchased and served by a licensed bartender hired by VisionLoft Events Services. Vision Loft is not responsible for alcohol consumed by clients' guests.
- Food must be served from a licensed caterer.
- Scheduled rehearsals are not guaranteed due to other booked events. If we are not booked we will accommodate a 1 hour rehearsal. We can schedule this two weeks in advance. We cannot guarantee that the venue will be setup exactly as your layout due to other events.
- Deposits for holding space are non-refundable. Events booked one month or less from the date of the event must be paid in full.
- Client will be allowed access to the space from 8 am to midnight.
- All decorative items (personal or by outside vendors) must be removed at the end of the event (midnight).
- Client is responsible for setup and tear down for any decorations or rentals that do not belong to Vision Loft. All belongings must be removed from the venue at the end of the event. VisionLoft is not responsible for any items (clients or vendors items) left in the space.

*Below is a list of rules and regulations the client, event planners, and event vendors to maintain.*

- No smoking or illegal drugs allowed inside the VisionLoft event space.
- Candles ARE allowed but must be in glass containers for the safety of the guests and the space.
- No glitter or confetti
- Decorations may not be hung with tape, wire, nails or screws in Vision Loft which will damage the historic venue. All decorations must be removed without leaving damage to the event space. Please note VisionLoft does have some nails and hooks ready for hanging.





# CONTACT US:

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