



SANCTUARY
EVENTS CENTER
DOWNTOWN FARGO

Wedding Planning Guide

THE GREAT HALL

SANCTUARYEVENTS.COM



Balcony View Seating 375 Guests



Dinner Seating Round Tables 150 Guests



Stage View Seating 150 Guests



Stage View Seating 375 Guests



GREAT HALL CEREMONY

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Sanctuary, formerly St. Mark's Church, has hosted wedding ceremonies for 106 years

- Seating Available for up to 375 Guests (additional space available)
- Your Choice of Two Wooden Chair Colors (Burgundy or White)
- Bridal & Groom Dressing Suites Included
- Your Choice What Time You Say "I DO!" - All Day Availability
- Free Ceremony Included with Platinum Package
- Sanctuary's Wedding Consultation Included



THE LOWER HALL

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Elegant Dinner Seating up to 225 Guests at Round Tables



Formal Dinner Seating up to 300 Guests at Rectangular Tables

ROOM SETUP & LAYOUT

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Table Information

- Round Tables (5 ft diameter, 8-10 Guests, 85x85 inch Tablecloth)
- Small Rectangular Table (6 ft long x 2 1/2 ft wide, 8 guests)
- Large Rectangular Table (8 ft long x 3 ft wide, 10 guests)
- Tablecloths for rectangular tables are 52 x 114 inch or 52 x 96 inch
- Tables for Head Table, Guest Book, Gift Table, etc. available upon request.
- We do our best to accommodate all room layout preferences.
- Final room layout decisions will be made based on guest count and space.

Decorating Information

- Outside decorations are allowed, but must be removed at the end of event.
- Decorations must be approved prior to event. No open flame candles.
- Our signature centerpiece consists of a classic vase with decorative arrangement.
- There are endless possibilities with decorations at Sanctuary and we can share ideas with you during your complimentary wedding consultation.



ENTERTAINMENT SPACE

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Great Hall Dance Floor

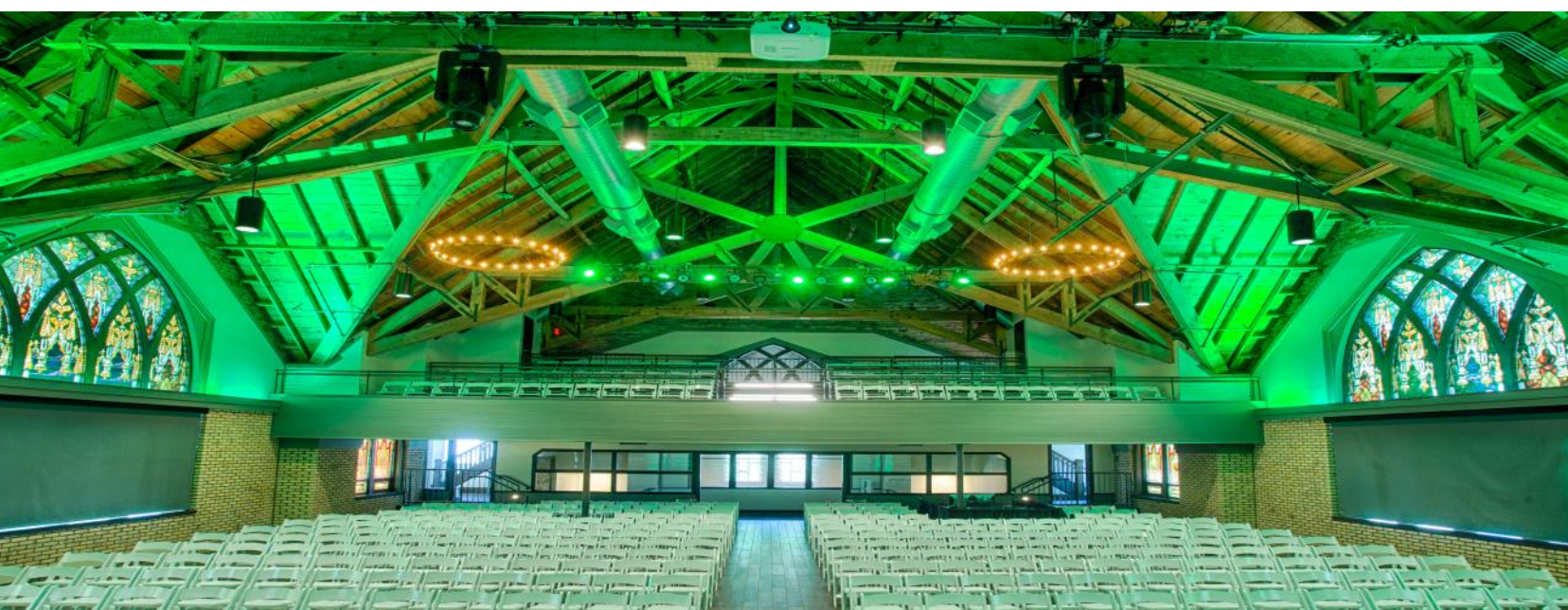
- Room set up varies per event. We suggest the dinner portion to be held in the Lower Hall, leaving the Great Hall open for dance floor and cocktail tables.
- Our standard dance set up includes up to 25 tables of your choice, cocktail or rounds with chairs. Our wedding coordinator will help determine your perfect room layout.
- DJ's and Bands may plug into our house sound system. The stage in the Great Hall features over 600 square feet of entertainment space.

Photo Booth

- Features "Downtown Fargo" themed customized background.
- Wedding packages include a zip drive of photos, personalized backgrounds, text feature to your guests and props to capture the perfect wedding party photo!

Great Hall Lighting & Video

- Full customization of LED lighting with endless options and color combinations to fill over 15,000 square feet of the Great Hall. Personalized monograms above the wood mantle on back of stage.
- The Great Hall features 2 projector screens and 1 backdrop behind center stage and packages include an in-house technician for your slideshow on your big day!



CATERING OPTIONS

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Sanctuary Events Center is proud to be partnered with Chef's Table Catering for all events. Their team will work with you to create a menu that fits your taste, budget and style.

Signature style, expert coordination and gracious service sets Chef's Table apart from other caterers. They are committed to deliver an amazing, one-of-a-kind dining experience for each and every special event.



*Outside caterers are allowed at Sanctuary Events Center upon prior Approval with our event coordinator. Restrictions and fees apply.

CHEFSTABLEFARGO.COM

SILVER PACKAGE

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16 Hour Venue Rental

Dinner Set Up

Lower Chamber dinner set for your final guest count
with rounds or rectangular tables

Dance Set Up

The Great Hall dance set up includes 25 tables
your choice of round or cocktail style

Bridal Dressing Suite

Private dressing room for bride & bridesmaids
Includes double vanity & full bathroom

Groom Dressing Suite

Private dressing room for groom & groomsmen
Includes full bathroom & 43 inch flat-screen TV

Full Set Up House Linens

Sanctuary's standard linens include white tablecloth and gray napkin

Full Beverage Service

Cash bar or host bar, offerings of champagne, wine or drink tickets

House Lighting Package

Up to 3 color settings in The Great Hall by House Lighting Engineer

House Audio Package

Wireless & Lavalier microphones provided by House Audio Engineer

House Security

Sanctuary house security from guest arrival to departure

GOLD PACKAGE

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16 Hour Venue Rental

Dinner & Dance Set Up

Lower Hall dinner set up to your final guest count
Dance set up in The Great Hall

Deluxe Dressing Suite Essentials Package

Two private dressing rooms for bridal party

Full Set Up House Linens

Sanctuary's standard linens include white tablecloth and gray napkin

Full Bar Service

Cash bar or host bar, offerings of champagne, wine or drink tickets

House Champagne Cocktail Hour

Champagne table in cocktail area for your guests to help themselves

Premium Coffee Bar

Your guests will love our coffee bar, brewed by
Stumbeano's Coffee Roasters

Deluxe Photo Booth Package

Choice of downtown themed background, or custom background
Includes flash drive of photos for the bride & groom to keep

House Lighting Package

Up to 3 color settings in The Great Hall by our House Lighting Engineer

Deluxe Video Package

Your personalized slideshow with audio/visual, played by our
House Video Engineer

House Audio Package

Wireless & Lavalier microphones provided by our House Audio Engineer

House Security

Sanctuary house security from guest arrival to departure

PLATINUM PACKAGE

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16 Hour Venue Rental

Wedding Ceremony

All set up included, your choice of room layout & chair color, and time of ceremony

Dinner & Dance Set Up

Customized options based on your guest count

Both Levels for Ceremony, Dinner & Dance

Includes up to 4 room set ups, complete customization of both levels

Premium Dressing Suite Essentials Package

Two private dressing rooms for bridal party with option of Bloody Mary or Mimosa bar
\$100 "essentials package" included in bridal rooms

Customized Linens

Choice between 23 colors of tablecloths & napkins to personalize your table decor

Full Bar Service with Customized Options

Cash bar or host bar, offerings of champagne, wine or drink tickets

Mixology Consultant

Create your own signature drink with our mixologist prior to your big day

Premium Champagne Cocktail Hour

Our top-shelf champagne served butler-style to your guests during cocktail hour

Premium Coffee Bar

Your guests will love our coffee bar, brewed by Stumbeano's Coffee Roasters

Premium Photo Booth Package

Choice of downtown themed background, or custom background with names,
Includes zip drive of ALL photos, 100 prints, and props to make your day memorable!

Premium Lighting Package

Unlimited options with LED lighting in The Great Hall by our House Lighting Engineer

Premium Video Package

Unlimited options with our House Video Engineer for slideshows,
ceremony recorded video included

House Security

Sanctuary house security from guest arrival to departure

Bridal Couples Massage

Relax during a romantic couples massage at Sanctuary with Breathe Massage

SANCTUARY VENDORS

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701-566-3473
chefstablefargo.com



701-630-3783
grassfirestudios.com

gathered.
BOUTIQUE RENTALS & EVENTS

701-412-3782
rustictrunk.com



701-429-0198
breathemassagefargo.com



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