



4T Arena Events
Wedding Package
2024

4T Arena Events Wedding Package has been carefully created with our clients in mind! Our package includes venue, tables, chairs, linens, assortment of decor, catered meal, Day-Of-Coordinator, along with 4T Arena providing set up and clean up! We want your wedding day to be as stress free as possible so you can enjoy every moment of this amazing day! Below you will find all the details of our Wedding Package. Please contact me with any questions you may have and if you would like to schedule a tour of 4T Arena!

Sincerely,

Mary Ann Tucker

Three Day Venue Rental

Friday: You have access to the indoor facilities, Noon to 6:00 pm to decorate and hold your rehearsal. All tables, chairs and linens are set up according to your layout which you will decide on during planning with Mary Ann, 4T Arena Events wedding planner.

Saturday: 1:00 pm - 10:00 pm for your ceremony and reception. Vendors have access to the indoor facilities at 10:00 am to set up.

Sunday: Time is provided so you do not have to rush Saturday evening gathering all of your items. 4T Arena staff will help gather your personal items so you can enjoy your wedding day. You have Noon to 1:00 pm to collect your personal items, alleviating the need to rush on Saturday evening. 4T Arena Events staff will handle general clean up and garbage disposal.

Catered Meal

We offer a fully catered meal in your package. The menu includes two entrees - Smoked Pulled Pork and Smoked Split Chicken Breast, your choice of three of the following sides: tossed salad, pasta salad (vegetarian pasta salad upon request), potato salad, baked beans, green beans, corn, macaroni and cheese, roasted potatoes or mashed potatoes. Vegetable trays are provided as appetizers. Drinks provided are sweetened ice tea, lemonade, coffee and water. Drinks will be available throughout your event. The catered meal will be cleared after dinner service is complete. Any left over food will be donated to a local non-profit. The meal will be served buffet style by the 4T Arena Events staff and served on high quality, heavy duty paper products with clear plastic utensils and clear cups. Serving ware is provided for appetizers, dinner and dessert.

*We also offer other menu options if you would like a different selection. Dependent on the menu selected, the package pricing may vary. Options include, but not limited to Smoked Pulled Pork, Smoked Split Chicken Breast, Brisket, Prime Rib, Ham, Rigatoni and Meatballs, Chicken Alfredo and Pot Roast. Custom menus not listed are available upon request.

Decorations & Florals

We provide a wide assortment of decorations for you to use including lanterns, candles (battery operated), table numbers, signs, round wooden slats, crates, barrels and more! Our decorations are included in our package and you are welcome to use as many of our decorations as you like as well as incorporate them into your own unique decor. Our package does not include 4T Arena decorating for you. However, we do offer this service. Decorating service is included in the optional floral package. You can contract this separately through Mary Ann during your planning process.

Day of Wedding Coordinator

Your package includes a Day-Of-Coordinator who will help alleviate the stress generally associated with your wedding day. The Coordinator will be with you on Friday to assist in running your ceremony rehearsal and Saturday to ensure your itinerary is followed and all the little details are taken care of. This will allow you to relax and enjoy your wedding day! 4T Arena Events Coordinators are rotated throughout the wedding and event season. If you would like to secure Mary Ann Tucker, as your dedicated Wedding Coordinator, you will need to contract her separately no later than 90 days prior to your wedding date.

Wedding Planning

Your package includes two - 30 minute planning meetings. The first meeting is set within the first month of booking, covering planning forms and what information we will need. The second meeting is to collect all the information ensuring we have all the details needed in order to coordinate your wedding day.

Would you like more than one hour of planning with Mary Ann? We recommend the full planning package.

Planning a wedding can be stressful, however hiring a wedding planner with years of experience can make it fun and exciting! Mary Ann offers a full planning package alleviating the stress of all that planning a wedding can entail. From vendors to decor to finalizing details of the ceremony and day of itinerary, Mary Ann assists in making your ideas become a reality on your wedding day! Ask us for more information on our planning packages!

Guest Seating

Guest seating will be 60" round tables (seating 8 guests) and an option to add farmhouse tables (seating 8 guests). Six farmhouse tables are available and can be used in conjunction with the round guest tables. We provide ivory linens for round tables and ivory table runners for farmhouse tables. You have the option of a couple's table. We also provide various types of tables to accommodate your displays including sweets/cake, favors and gifts.

Outdoor Ceremony

If you are considering an outdoor ceremony, we offer the outdoor option with an indoor back up. You let us know the Monday before your wedding, this is the latest we can offer the outdoor option while still being able to prep and secure seating rental for the outdoor ceremony. This allows you to choose the outdoor ceremony based on the weather forecast. If Mother Nature is not cooperating, your ceremony will be set up indoors according to the look you decide during the planning process with Mary Ann. There is an additional fee of \$800 set up/tear down and \$4.00 per guest chair rental for an outdoor ceremony. Bench seating available. Set up fee includes 4T Arena Event staff setting up guest chairs, sign in table and alter table/barrels if requested. The fee is not payable unless you decide to move forward on the Monday prior to your wedding.

Engagement photos

You have access to 4T Arena's property to utilize the beautiful areas for your engagement pictures using a photographer you hire.

Private Event Insurance

4T Arena Events requires clients to obtain private event insurance with host liquor liability. The insurance can be purchased through an online event insurance company and the certificate must be submitted no later than two weeks prior to your wedding. Mary Ann can help answer any questions regarding the insurance during your planning process. The insurance certificate is due two weeks prior to your wedding. If you are offering a bar, we require a bartender to serve your guests.

2024 Wedding Package Pricing

\$8,500.00 up to 100 guests plus sales tax and private event insurance cost. Guest lists over 100 guests will be priced as follows; \$85.00 per adult; children 6-10 are half price at \$42.50, children five and under no charge. Included in your package are 5 vendor meals (at no additional cost to you). These include the professionals working the day of your wedding - DJ's, photographers, officiants, etc. This per guest fee includes venue rental, catering, access to decorations, Day of Coordinator and clean up.

Payment Schedule

There is a non refundable booking deposit of \$1,000 in order to hold your date and is due at the time the contract is signed. A non refundable installment payment of \$4,250 is due 90 days prior to your wedding. These payments apply to your final balance. The remaining balance and private event insurance certificate is due two weeks prior to your wedding when the final guest count is given. There will be a 3% surcharge on payments made with a credit card. This surcharge is not greater than our cost of acceptance. We do not apply a surcharge to payments made with cash or check.