



104 indiana avenue • valparaiso, indiana 46383
(219) 548-9137 • www.memorialoperahouse.com

Thank you for choosing The Memorial Opera House for your wedding ceremony! The purpose of this sheet is to explain some of the policies and procedures for weddings so everything runs smoothly on your big day.

Payment/Insurance:

Payments and their due dates are listed on page 3 of the rental application. You should make a copy of this page for your records. The deposit is due 30 days after the contract is written, and the balance is due 30 days before the first day of rental (typically the rehearsal).

The Certificate of Insurance is also due at this time. The insurance should be issued from your insurance company, and is typically found as part of a homeowner's or renter's policy. The amount of liability insurance needed is \$300,000. See pgs. 6 and 15 of your Policies and Procedures Manual for more information.

Arrival/Departure Times:

The times listed on page 1 of your rental application are the times in which you and your guests are allowed in the building. If your rental runs over the allotted time, you will be billed for the additional time in 1-hour increments.

The building will not be open prior to the times listed. If your guests arrive early, they will have to wait outside. If delivery attempts are made, they will be asked to return during your rental times.

Nothing can be left inside the building overnight between rental times without the prior written authorization of the facility director. Often, events are scheduled between rental times, and we are not responsible for lost or stolen items when our building is open to the public.

General Rules/Building Damage:

The following is a list of common answers to wedding-related questions:

No pinning or adhesive taping is allowed in The Memorial Opera House. If you wish to have bows on the ends of the seats, we recommend elastic or rubber-bands. Florist's clips do not fit over our oversize seat handles.

Isle runners are allowed, but must be adhered to the floor using approved tape (gaffer's tape). This can be provided on request. If you intend to spread real flower petals during the ceremony, an isle runner is required. Please make sure your runner is more than 62' in length.

No food or drink is allowed in the auditorium at any time, with the exception of bottled water.

The throwing of rice or birdseed, inside or out, is strictly prohibited. We recommend the use of bubbles outside the theatre.

The building must be returned in the same condition in which it was given. All trash (including flower petals, real or artificial) must be put in trash receptacles.