



v | 54

# VENUE 54

2024 VENUE CATALOG



# OUR MISSION

At Venue 54, we're passionate about crafting epic experiences that exceed your expectations. Our team is dedicated to making your event a memorable success, every step of the way. From the initial brainstorming session to the final hurrah, we're always at the top of our game, offering unparalleled service, support, and communication.

We recognize that every event is unique, which is why we offer a diverse range of services to meet your specific needs. Whether you're planning a wedding, corporate event, or social gathering, we possess the expertise to bring your vision to life. Our experienced event planners work closely with you to ensure that every detail is tailored to your liking, while our talented team takes care of the rest so that you can sit back, relax, and enjoy your event.

At Venue 54, we pride ourselves on our attention to detail and commitment to excellence. We understand that every event should be a reflection of its host, which is why we strive to get to know our clients and their needs. Communication is key to us, and we'll keep you informed every step of the way to ensure that your event is everything you've ever dreamed of and more.

We invite you to experience Venue 54 and entrust us to host your special day.





# OUR PROCESS

01

## **BOOK A WEDDING DATE**

Congratulations on choosing Venue 54 as the perfect spot to say "I do!". We're thrilled to have you and can't wait to get started. Simply send us an email with your preferred date and contact information and we'll prepare a proposal for you.

To secure your date on Venue 54's calendar, we'll need a 50% venue rental fee retainer and a signed contract. The remaining 50% venue rental fee is due 6 months prior to your booked wedding date.

Let's get this party started!

02

## **6 MONTH BEFORE WEDDING**

The remaining balance of your venue rental is due. You can find the details in your contract within your portal. Payments can be made via cash, check, Venmo or credit card.

Lock in your rehearsal time. If you want to do a rehearsal, please email us with your requested time.

03

## **4 MONTH BEFORE WEDDING**

Receive final walkthrough questionnaire and schedule final walkthrough. Final walkthroughs are scheduled the month prior to your wedding day on select Tuesdays and Thursdays, during regular business hours.

04

## **1 MONTH BEFORE WEDDING**

### **Attend final walkthrough.**

Walkthroughs are scheduled on select Tuesdays and Thursdays within regular business hours. You'll need to come prepared to the walkthrough with the following:

- completed walkthrough questionnaire
- emailed copy of liability insurance policy
- \$750 security deposit- cash or check only. checks written to: Venue 54 Event Security
- final decisions on all add ons including: coordination services, beverage packages, furniture rentals, linens, etc.
- payment source to pay all remaining balances including add ons.

# WEDDING MANAGEMENT SERVICES

## **PLANNING: \$2,449**

*it's the sundae and the cherry on top, served to you on a silver platter.*

Planning is start to finish. From the details of your design scheme, rentals, vendors, budgeting and more- we have you covered. Perfect for the couple who wants someone to handle most of the wedding planning details and still have input.

## **COORDINATION: \$1,250**

*it's the sundae and the cherry on top.*

Coordination is for all the couples who want to complete their own vendor hiring. We're available as resource through all planning, assisting with overall design scheme and decorations. We handle all vendor management after final coordination meeting and full wedding day execution up to 14 hours.

## **ASSISTANT: \$900**

*it's the cherry on top.*

The assistant is for your wedding day only. It allows you to sit-back, relax and watch your planning go into play. We'll handle set-up and breakdown of your decor and coordinate your ceremony processional. We're on-site for up to 10 hours.

Crafting a perfect wedding day is our specialty, and we're here to sprinkle that magic on all our clients.





# LUXURY ACCOMMODATIONS.



Prepare for your wedding day in our bridal suite, designed for your comfort and convenience. This space includes five vanity stations, spacious seating areas, a built-in bar, wine cooler, dressing room, and a private entrance.

Both the suite and dressing room are fully climate controlled, ensuring your comfort throughout your rental period.

For any extra time in the suite, there is an additional charge of \$50 per hour.

## THINGS TO BRING:

bluetooth speaker, dresses, shoes, makeup & hair supplies, food, drinks, etc.



# OVERNIGHT ACCOMMODATIONS.



## BUNGALOW 54

Included in the weekend/two-day rental

### AMENITIES:

- 3 bedrooms
- BD1: 1 full, 2 twin, 1 bunk twin (4)
- BD2: 1 full, 1 twin, 1 bunk twin (3)
- MASTER/LOFT: 1 queen
- 2 bathrooms
- BATH1: tub/shower combo
- MASTER/LOFT: tub/shower combo.
- Large custom tile tub.
- Linens and kitchen items included.

CHECK IN:  
FRIDAY @ 3PM

CHECK OUT:  
SUNDAY @ 11AM

ADDITIONAL NIGHTS  
\$300/NIGHT





# Custom designed ceremony site built to witness your love.

## CEREMONY SITE INCLUDES:

- 14 custom-made wooden benches, seating 80-100 individuals.
- Landscaped pergola.

additional chairs can be rented:  
(all pricing subject to 6% tax and 35% labor)

FRUITWOOD  
FOLDING CHAIR.  
**\$4/EACH**



RESIN WHITE  
FOLDING CHAIR.  
**\$3/EACH**

To elevate the charm of our pergola, we propose adding white drapery as a service for \$125.



## BAR SERVICES.

Venue 54 includes our large custom quartz bar and commercial cooler in the venue rental fee. We require you either hire Venue 54's bartending services or hire bartenders through an approved caterer.

### VENUE 54'S BARTENDING SERVICES

**1 bartender for every 100 guests**  
**\$150/bartender up to 6 hours**

At the final walkthrough we will confirm bartenders. You will pay the bartender(s) directly on the day of the wedding. They accept cash or Venmo!

Venue 54's bartenders will arrive two hours prior to the ceremony and set-up the bar, including icing down all the beer, getting ice, etc. All you need to do is put the alcohol near the bar, and we'll handle it from there.

**REMINDER:** Ice is not included. You must either supply ice or we can for \$150.



**GARY MARSHALL**  
INSURANCE AGENCY

[lillian@garymarshallagency.com](mailto:lillian@garymarshallagency.com)

If you are supplying alcohol at your wedding, you must obtain a one-day liquor liability policy.  
est. cost – \$200-\$350



### The Bar

#### WINE

RED: BUNAGE & TROIS JONS  
WHITE: JONH

#### BEER

CORONA EXTRA, MICHELOTTI ULTRA,  
SEAQUENCH ALE ISORGI,  
MICHELOTTI ULTRA INFUSIONE SIMI & PIRELLI  
PEAR CACTUS

#### SELTZER

WHITE CLAW



# BEVERAGE SERVICES.

**WE CAN SUPPLY BAR ICE:  
\$150.00**

## **BAR MIXER PACKAGE \$5/PER PERSON**

- SODA WATER
- TONIC WATER
- COKE
- DIET COKE
- GINGER-ALE
- SPRITE
- CRANBERRY JUICE
- ORANGE JUICE
- PINEAPPLE JUICE
- GRAPEFRUIT JUICE
- BOTTLED WATER
- PLASTIC CUPS

**+ \$2 /PER PERSON**

**Upgraded juices. You pick two:**

- SIMPLY ORANGE
- SIMPLY LEMON
- SIMPLY GRAPEFRUIT

**\$5/PER PERSON**

**COFFEE STATION**



MINIMUM OF 30 PEOPLE  
REGULAR, DECAFE, TEA.  
CREAMER, SUGAR, PAPER CUPS.

# RENTAL COLLECTION.

DECOR RENTALS INCLUDING:

- ARCHWAYS/ARBORS
- BACKDROPS
- CRATES
- SIGNAGE
- GLASSWARE
- FURNITURE
- SEATING
- TAPER CANDLE HOLDERS

full rental collection can be  
found on our website.





## LINEN RENTALS.



Linen rental price includes delivery and pick up. Minimum of 10  
linens to place order. Napkin minimum of 20, napkins have to  
be ordered in quantities of 10.  
Sales tax not included.

Pricing is for polyester linens.  
\*other materials and options available\*  
[www.werentlinens.com](http://www.werentlinens.com)

### POPULAR LINEN COMBOS:

Neutral round table linens. Colored runners on the farm  
tables. Colored napkins.

Colored round. Neutral runners on the farm tables.  
Neutral napkins.

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## POPULAR LINEN COMBOS:

Neutral round table linens. Colored runners on the farm tables. Colored napkins.

Colored round. Neutral runners on the farm tables. Neutral napkins.

Price of linen + tax. Linen orders placed at the final walkthrough. Additions may be made until two weeks prior to wedding date. It is the clients responsibility to place the table linens unless client has hired Venue 54's coordination services.

## LINEN RENTAL COST:

\$19 per table for:

- 72" reception rounds (132" linen)
- 8' banquet table (90x156" linen)
- 6' banquet table (90x132" linen)

\$0.60 per napkin (20"x20")

\$9.50 per runner (10' cheesecloth or chiffon)

Additional round table pricing (see chart):

120" - \$14

108" - \$13

96" - \$12

90" - \$11



# FLOOR PLANS.

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## Final Venue Walkthrough: Floor Plan Customization

During our final venue walkthrough, we'll work together to finalize your floor plan. To make the most out of this meeting, please arrive with your final headcount and an understanding of which floor-plan option best suits your needs. We're happy to customize any of the floor plans to accommodate your specific requirements.

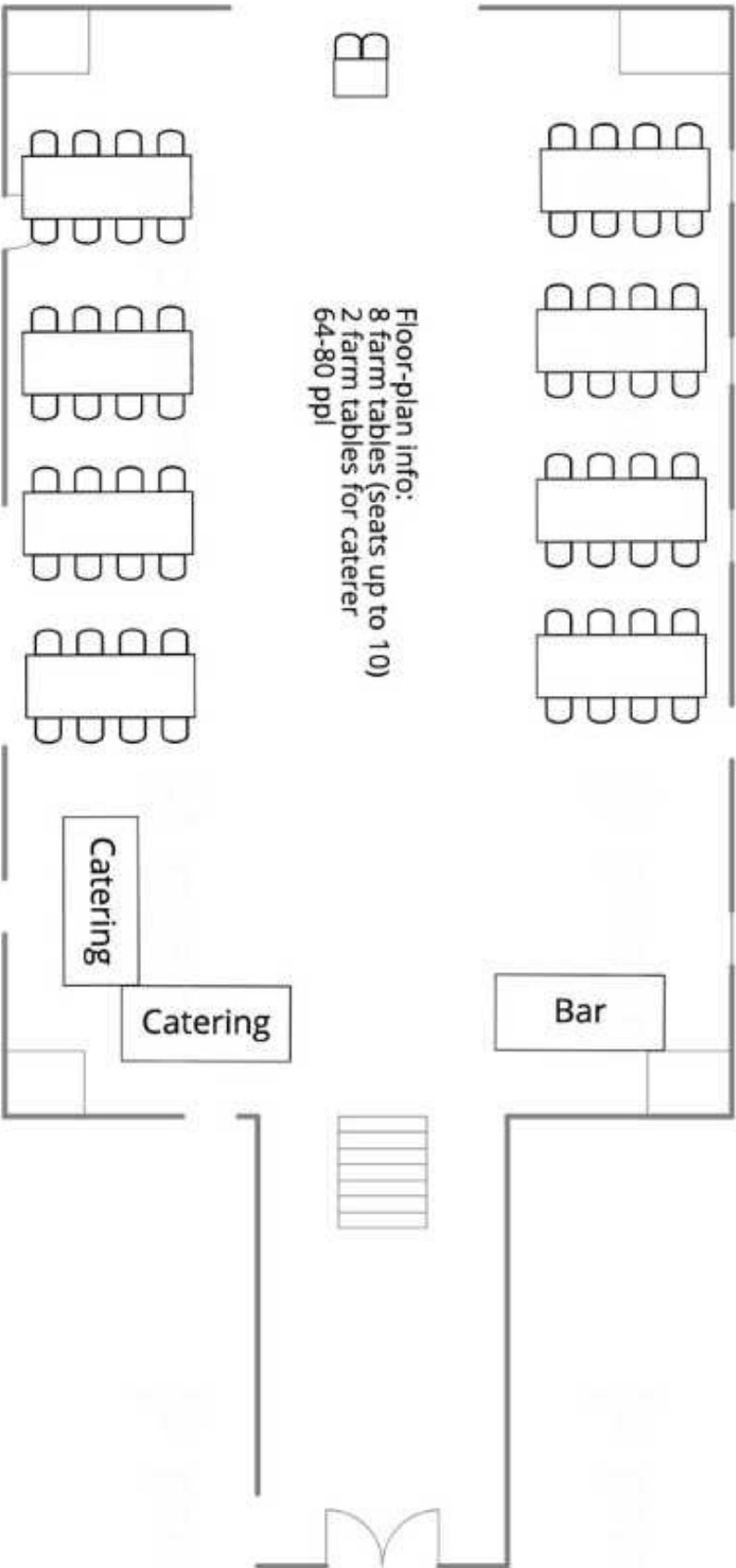
For the reception we include the following tables:

- ten farm tables (seats 8-10)
- up to eight 72" rounds (seats 10-12)
- one 3' x 5' sweetheart table (seats 2)

We also include:

- six 8' banquet tables (caterer)
- 9 wine barrel cocktail tables (outdoor patio only)
- walnut sideboard
- gray sideboard
- loft: up to eight 60" rounds (seats 8-10)

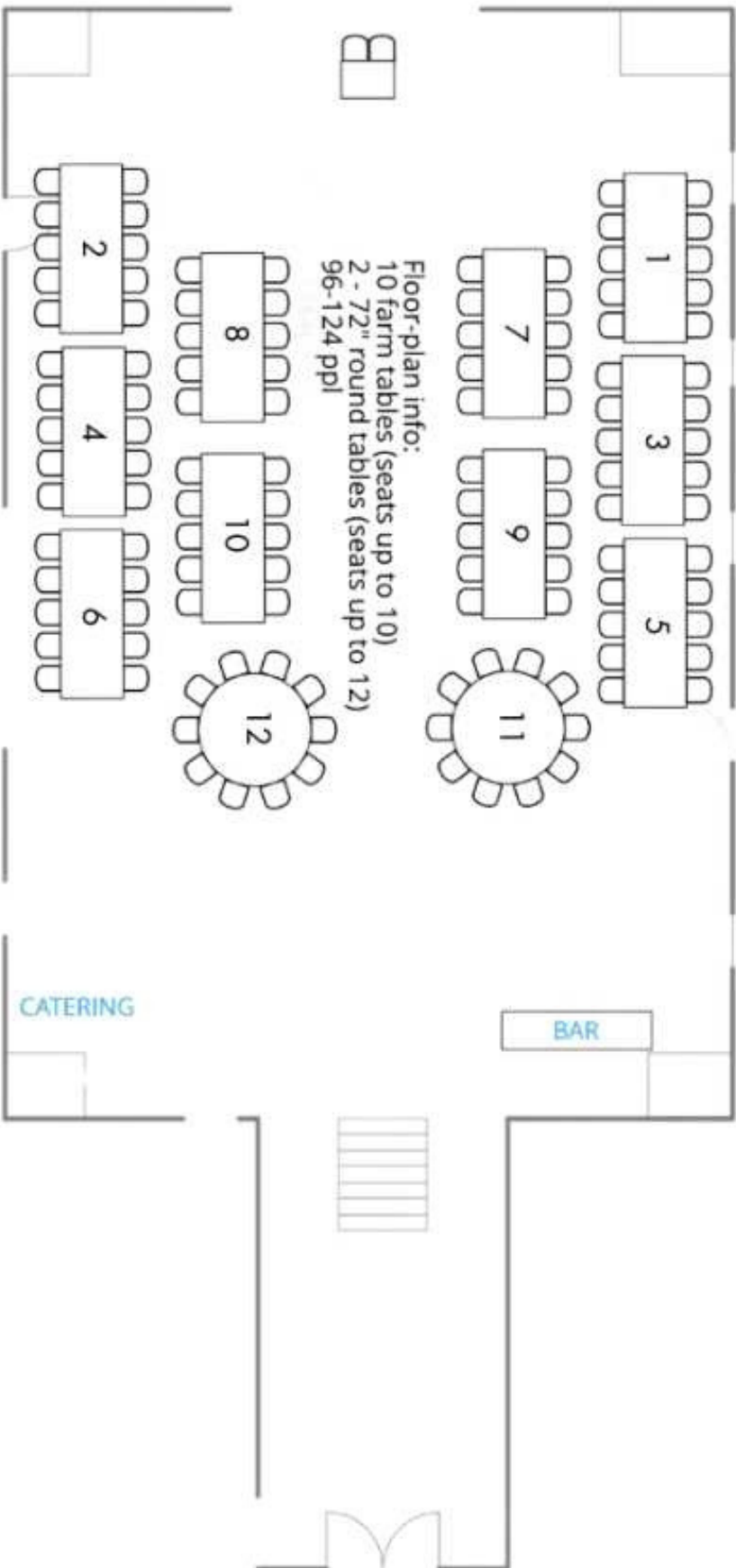


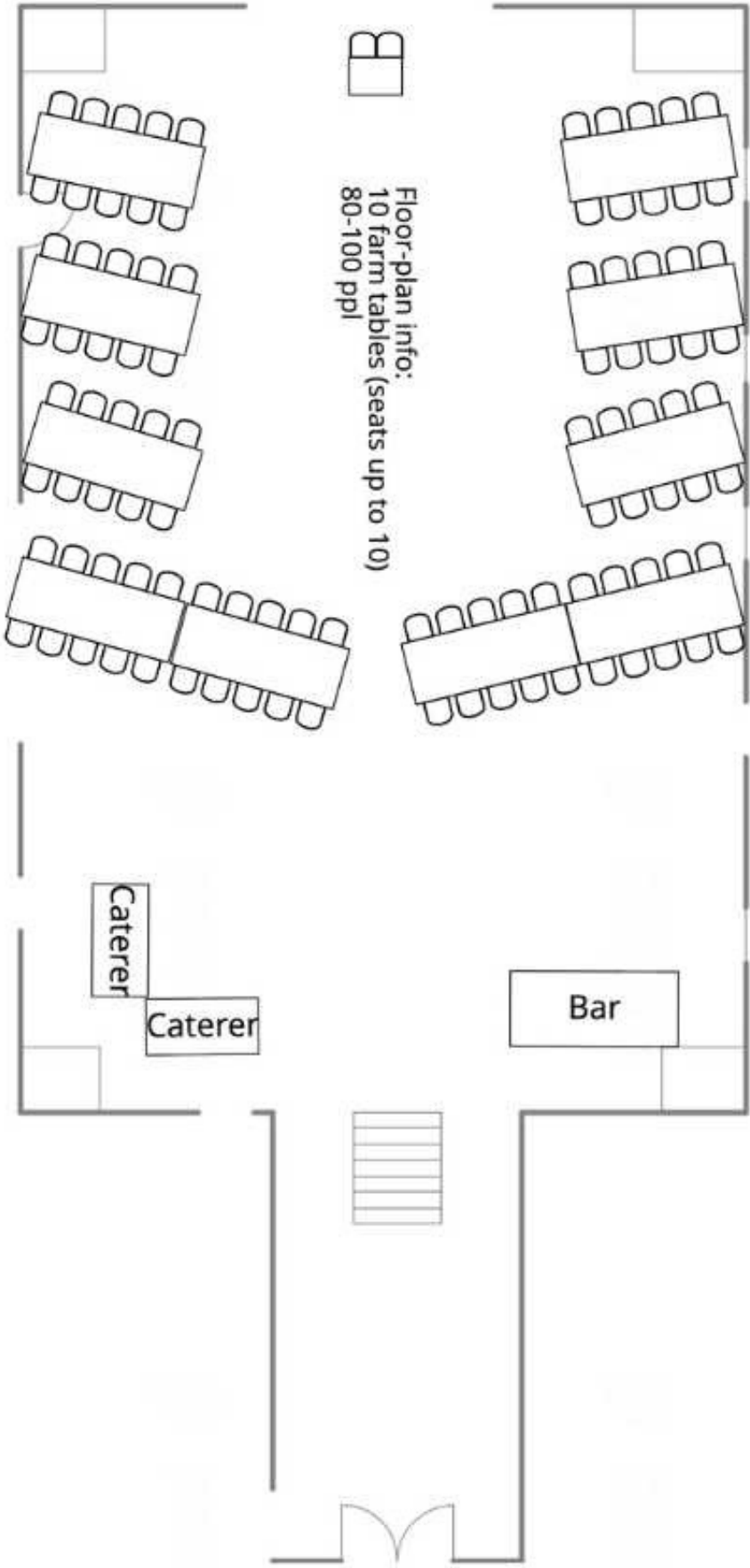


**B**

Floor-plan info:  
8 farm tables (seats up to 10)  
2 farm tables for caterer  
64-80 ppl







B

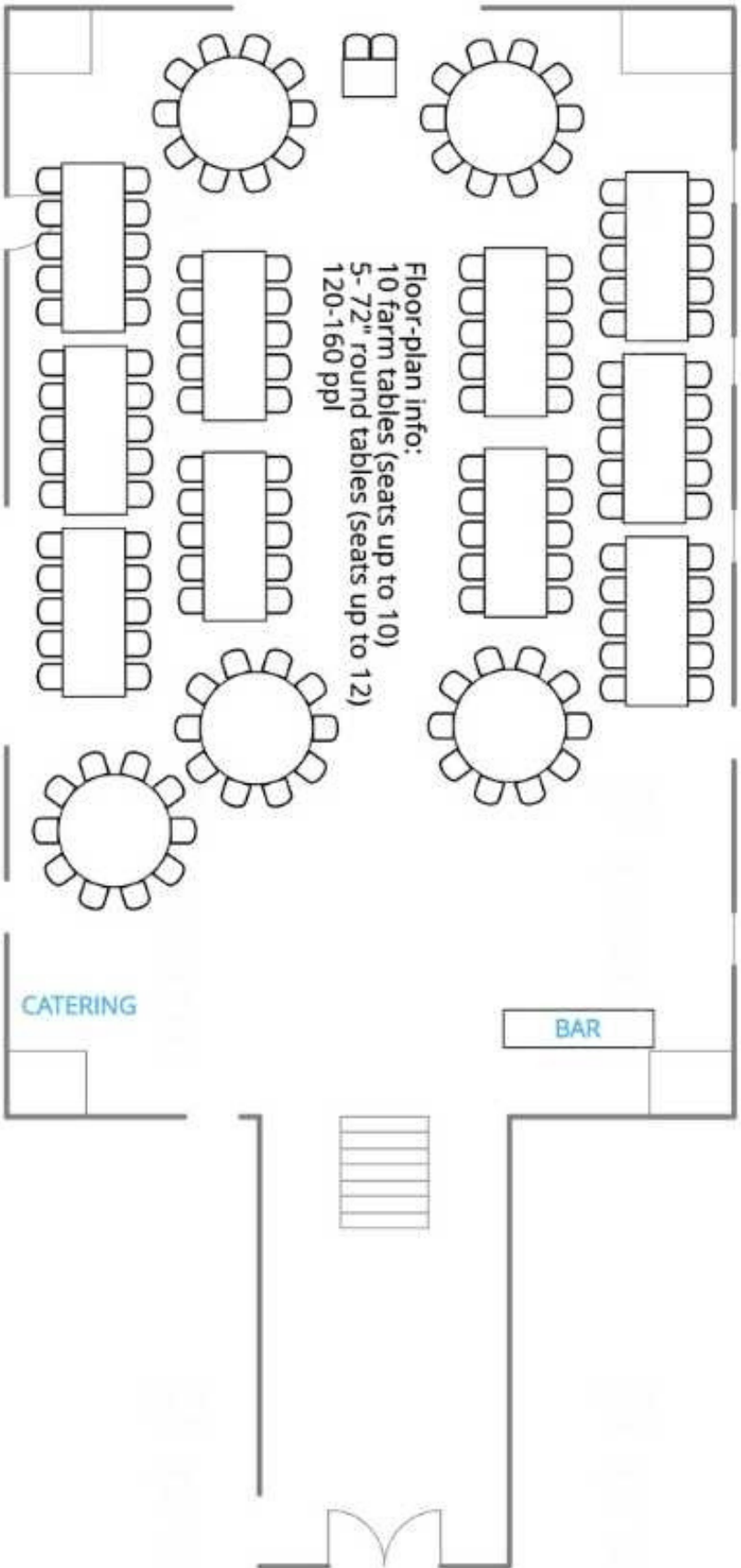
Floor-plan info:  
10 farm tables (seats up to 10)  
80-100 ppl

Bar

Caterer

Caterer



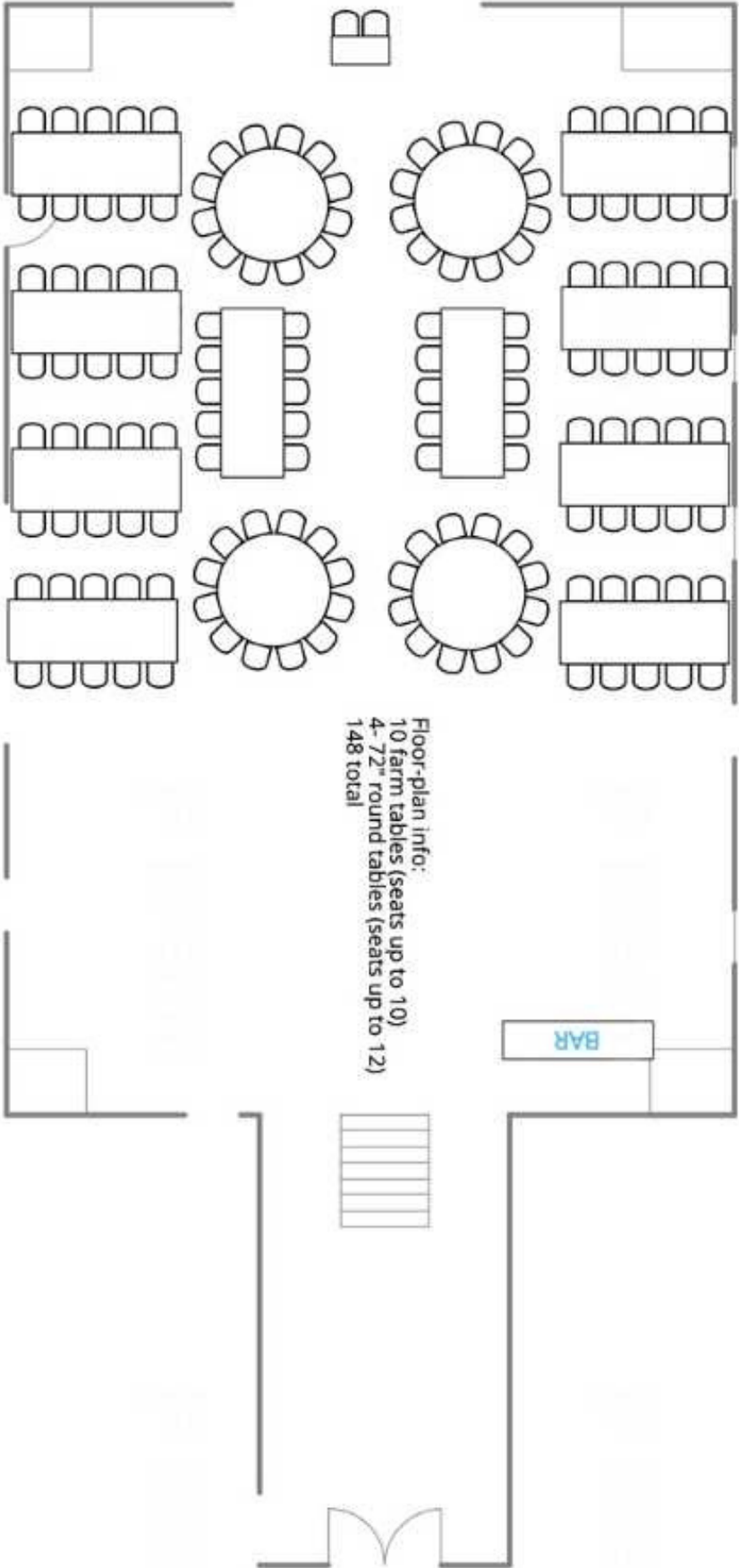


Floor-plan info:  
10 farm tables (seats up to 10)  
5-72" round tables (seats up to 12)  
120-160 ppl

CATERING

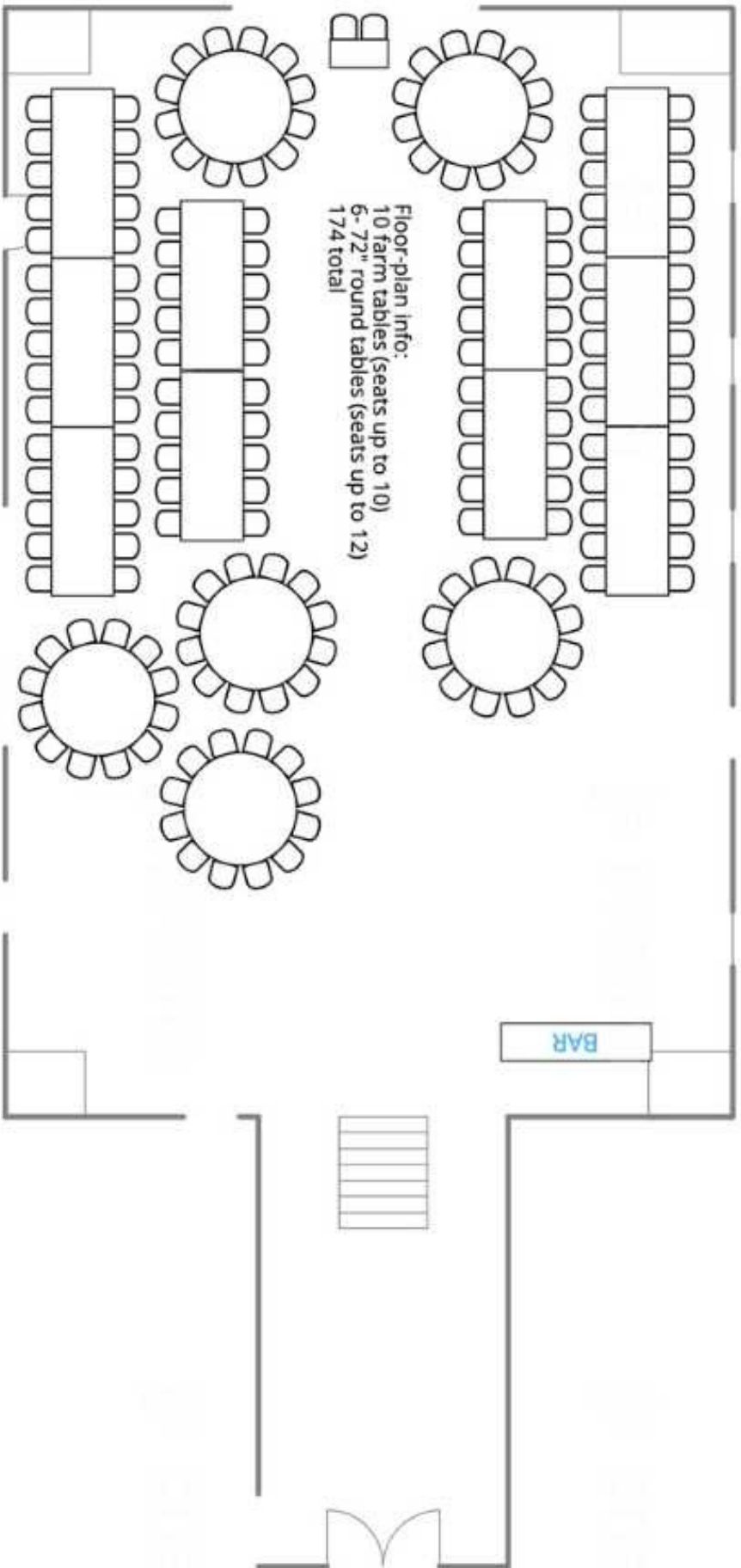
BAR





Floor-plan info:  
 10 farm tables (seats up to 10)  
 4-72" round tables (seats up to 12)  
 148 total





## PLANNING SUGGESTIONS AND REMINDERS

Items to bring if you're doing your own set-up/breakdown:

- scissors
- lighters
- organized, labeled decor totes

*note: if you've hired our coordination services, we provide everything we need to set-up and breakdown your wedding decor.*

If providing your own linens, napkins or runners we recommend that you bring clear, heavy-duty trash bags for the caterer to pack the items into following the reception.

Be sure your vehicles for loading wedding day items are large enough to fit all packed decor. No items may be left at the venue overnight.

There is no large refrigerator on-site, so plan accordingly with cake and desserts.

No fake flower petals are allowed to be tossed indoors or outdoors.

No beer bottles allowed. Cans or kegs only.

All candles must be in a glass container. No taper candles without hurricanes.

All venue rules can be found in the venue rental contract.

**Bathrooms.**

The women's bathroom inside the venue has two stalls and one sink. Men's bathroom has one stall, two urinals and one sink. Included with both bathrooms are soap, hand towels, toilet paper.

We often see bathroom goodie baskets placed in the bathrooms for guests at your wedding. These baskets include: deodorant, make-up wipes, bobby pins, hair ties, safety pins, feminine products, etc.





## FREQUENTLY ASKED QUESTIONS

### **Q. Is a sweetheart included? If so, what are the dimensions?**

A. Yes, we include a sweetheart table in the venue rental fee. The sweetheart table is 3' by 5' and it does not need a linen. We have additional sweetheart tables available in our rental collection.

### **Q. Does Venue 54 supply linens?**

A. Linens are not included in the base venue rental fee. However, you can rent linens through us. All reception rounds and banquet tables are required to be covered with linens.

### **Q. What size linens work best with the tables?**

A. There is a full linen guide on page 12-13 of the planning guide. 72" tables=132" linens. 6' banquet=90x132". 8' banquet=90x156".

### **Q. Am I allowed to hang something for my wedding?**

A. We ask you let us know about any items that would potentially be hung. Only event companies, florist or decorators who are licensed and insured are allowed on ladders. You can also add on ladder services at Venue 54.

### **Q. What decorations are provided?**

A. We provide tables and chairs. Our goal is to create an ambiance where you make the venue unique to your style. You can bring in your own decor or hire our creative team to handle it for you.

### **Q. What other tables are included in my rental?**

A. Up to six 6' banquet tables. A sweetheart table. Walnut sideboard. Gray sideboard.

Often times vendors such as the DJ and caterer require tables and linens to be provided by the client. Please check with your vendors before your final walkthrough.



## FREQUENTLY ASKED QUESTIONS

### **Q. What needs to be done to secure a wedding date with Venue 54?**

A. To secure a date on Venue 54's calendar, we need 1/2 of your venue rental fee and a signed contract.

### **Q. What time do I get Venue 54 on my wedding day?**

A. You get Venue 54 for a total of 12 hours. You can choose from 9am-9pm, 10am-10pm, 11am-11pm. Additional time can be purchased for \$50/hour for the suite and \$100/hour for both the venue and the suite.

### **Q. How many guest seating tables does Venue 54 have and how many people can sit at each table?**

We have ten farm tables that can seat up to ten guests and up to eight 72" round tables that can seat up to twelve guests per table.

### **Q. How late can we stay at Venue 54?**

A. All events must end by 10pm Sunday-Thursday and 11pm Friday-Saturday. All outdoor music must end by 10pm all days. Once your 12 hour venue rental block has ended, you have one hour to load all belongings and depart. Additional hours will be billed at \$100 for overtime.

### **Q. How do we pay?**

A. You can pay via credit card within your portal (please note, there is a 3% credit card service fee), check or cash. Dropped off or mailed to 30603 Dusty Ln. Delmar, MD, 21875.

### **Q. How many can Venue 54 accommodate inside the barn?**

A. We can be flexible with certain scenarios. We can comfortably sit up to 200 guests.

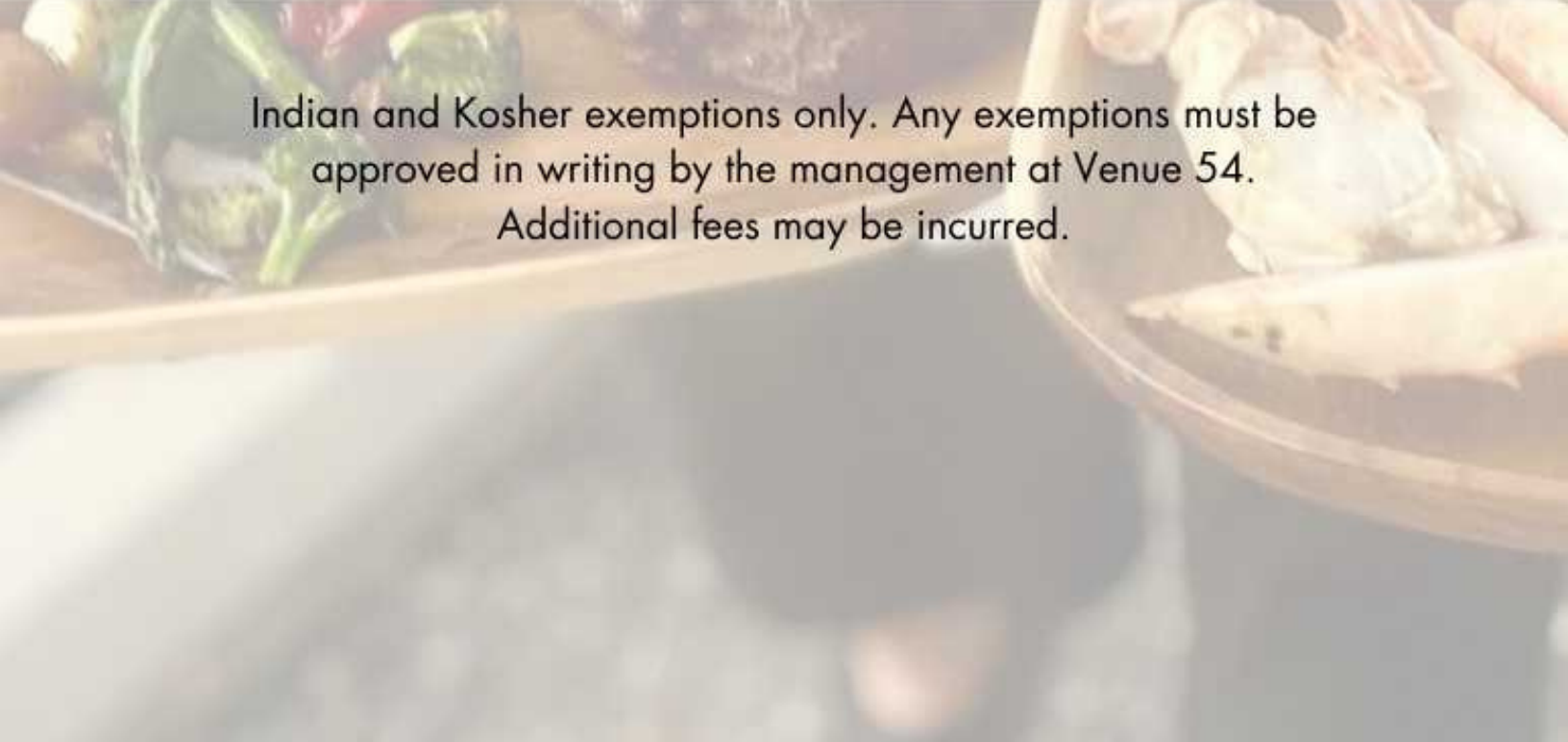




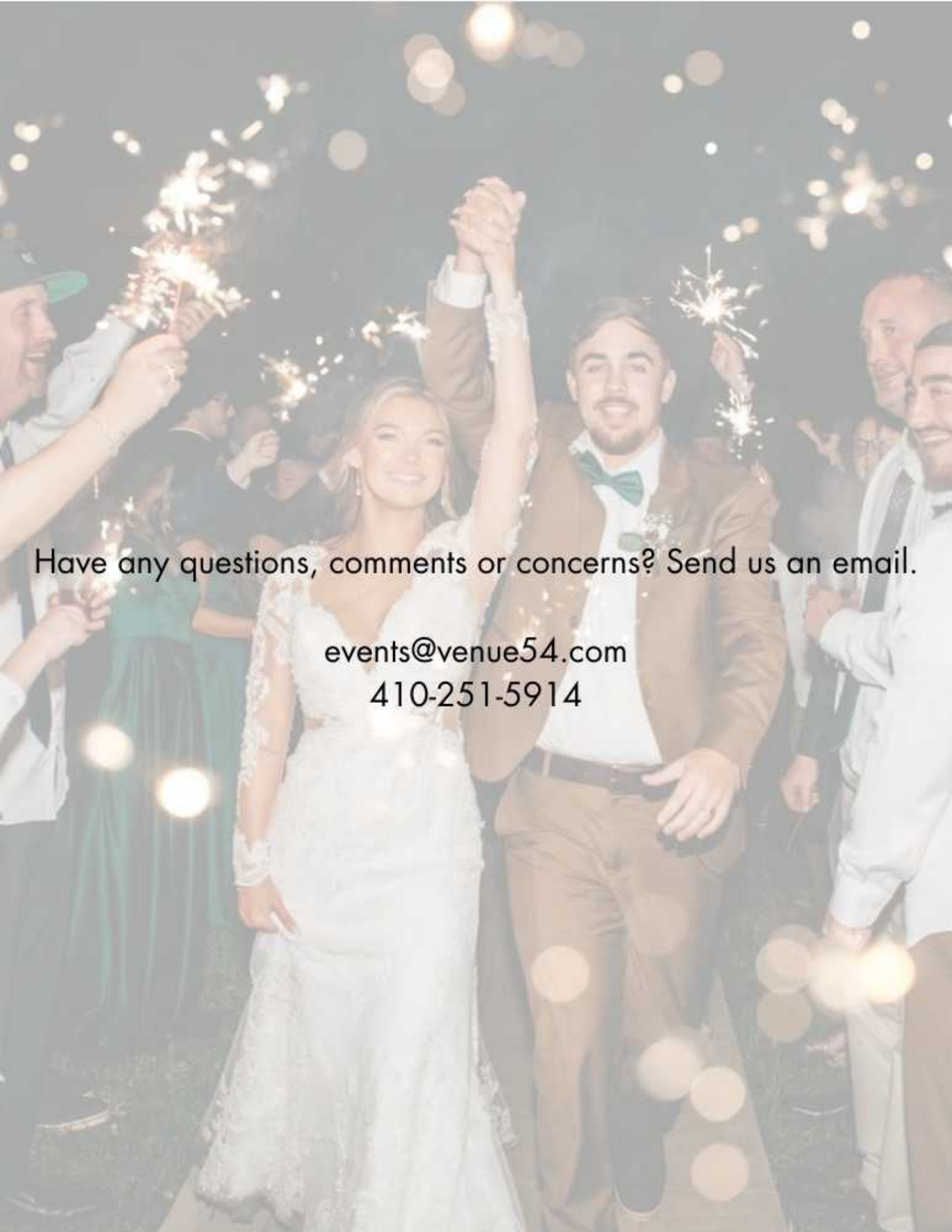
## APPROVED CATERERS.

- Oaked 54
- Mission BBQ
- The Street Kitchen
- Black Diamond
- Range and Reef
- Smokehouse Grill
- Decatur Diner
- Watermans Inn
- Dizzy Cow Pizzeria
- East Town Eats
- Liquid Assets

Caterers must be hired from Venue 54's approved caterer list. The list can change at anytime based on caterer performance. Once you contract with an approved caterer, we will not unapprove them. To confirm our list, visit the vendors page on our website.



Indian and Kosher exemptions only. Any exemptions must be approved in writing by the management at Venue 54.  
Additional fees may be incurred.



Have any questions, comments or concerns? Send us an email.

[events@venue54.com](mailto:events@venue54.com)

410-251-5914