

The Willows

ONE PROPERTY, MULTIPLE SPACES, INFINITE OPTIONS

The Willows is a gorgeous lakefront property, nestled on 20 (twenty) private wooded acres, located at 6729 Westfield Boulevard. We are situated between Meridian Street and Keystone Avenue just minutes from Keystone at the Crossing and the heart of Broad Ripple.

The Ballroom

The Lodge



Congratulations on your recent engagement!

What an exciting time for you and your fiancé! One of the first major decisions you will have is to select a location for your ceremony and reception. We provide you and your fiancé with options and the ability to host your wedding ceremony, cocktail hour, and reception all at one venue. The Willows is unique in that we offer two facilities on property to host indoor ceremonies and receptions (The Ballroom and The Lodge). Each facility is conveniently equipped with versatile terraces and decks for cocktail hours. Our beautiful Lakefront Garden provides an intimate setting for the exchanging of your vows.

At The Willows, we pride ourselves on being a resource to our couples. You may benefit from our established vendor relationships that have previously provided services to our guests. We work diligently to build a relationship with you and your fiancé to understand the vision of your wedding day and ensure it is stress-free.

Let our journey begin by hosting you for an on site viewing of our wedding venue and ceremony location options. A pre-booking consultation may follow your visit if desired, during the consultation, allow us to explain our unique "build your own" package options, designed to fit varying budget needs. Throughout the entire planning process we will provide you with all of the information you will need to make informed decisions for your special day.

It would be our pleasure to host you for a site visit and pre-booking consultation where we can answer any questions you may have. Thank you for your interest in The Willows, we look forward to getting to know you both.

The Willows Team



Inside the Willows

Our venue has two different event spaces to choose from. The Ballroom and the Lodge are two unique locations that match any style!



The Lodge



The Ballroom



Outside the Willows

The following photos showcase our unique outdoor spaces complete with elegant greenery and scenic backdrops. Why not have both indoor and outdoor spaces for your wedding day?



Lake Front Garden



Terrace Garden



Decks & Patios



Wedding Reception Facility Options with Indoor Ceremony Capabilities

THE BALLROOM

Includes All Season Terrace and the Spirit Lake Overlook Deck

The main lobby is adorned in rich woods, stone and textured fabrics along with a extraordinary chandelier. Upon entering the Ballroom, the sophisticated décor offers three sparkling chandeliers, white wainscoted walls, an extensive dance floor, three built-in bars embellished with granite tops and two beautiful fireplaces to frame the room. The view from the ballroom sets the mood with your own private terrace overlooking Spirit Lake. Complete with a gorgeous and spacious deck, the terrace is perfect for a cocktail hour your guests may enjoy. The Ballroom is complete with bridal and groom quarters and separate indoor ceremony space if needed. The Ballroom has the ability to be reduced in size providing a smaller, more intimate setting when needed. Capacity: 80-450 Guests

THE LODGE

Includes Lakefront Deck and All Glass Wall for Gorgeous Lake Views

The Lodge is situated on the south end of the property under a canopy of century old trees and lush greenery. Complete with a lakefront deck and fire pits with stunning views that is often used for cocktail hours. Windows span the 5,700 square foot Lodge overlooking the 13 acre Spirit Lake. The interior includes a cozy fireplace, built-in bar, open rafters and crystal chandeliers to create a rustic elegance. Portable walls make it possible to reduce the room to the desired space. The Lodge is complete with a roomy bridal suite in the cabin and a grooms suite at the opposite end of the building, as well as separate indoor ceremony space if needed. Capacity: 80-250 Guests

***Ask us about Indoor and Outdoor Cocktail Reception Availability, Pricing and Options**

Outdoor Wedding Ceremony Options

Available Mid-May - October

LAKEFRONT GARDEN

Host your dream outdoor ceremony in our private wedding gardens complete with lush florals, a beautiful wooded backdrop, and gorgeous white pergolas. Nestled adjacent to the Lodge, the Lakefront garden sits on Spirit Lake. Breathtaking views and photo opportunities abound. Accommodates up to 450 guests.

TERRACE GARDEN

The newest addition to the Willows property, the Terrace garden is positioned on the North end of Spirit Lake. Adorned with flagstone and boulders, the garden has a cedar pergola that pairs with a century old tree canopy. This quaint space is perfect for first looks, wedding rehearsals, elopements, vow renewals as well as ceremonies up to 250 guests.

SPIRIT LAKE OVERLOOK DECK

(Ballroom Option Only)

Refreshing and modern, the overlook deck is located on the West side of Spirit Lake. With multiple openings from the Ballroom Terrace, the deck provides scenic views of this water escape. Comfortable seating and room for cocktail tables makes this the ideal place to lounge during a reception. Accommodates up to 250 guests.

***Ask us about Indoor and Outdoor Cocktail Reception Availability, Pricing and Options**

Facility Information - Receptions

ITEMS INCLUDED WITH RECEPTION FACILITY RENTAL

- Tables
- House padded banquet chairs
- House 85" x 85" tablecloths in white or ivory
- House napkins in a variety of colors
- House skirting (up to 10 tables)
- 6 cocktail tables
- House glassware, silverware, and china
- 3 votive candles and a mirror per guest table
- Table numbers and stanchions
- Easels for seating charts and signage
- Room set up and tear down (except for event decor/centerpieces)
- Serving staff
- Operations event manager
- On site day-of coordination for reception
- Parking
- LED ceiling lights in a variety of colors (Ballroom only)
- Private bridal suites/quarters
- Use of grounds for pictures
- Scenic lake views
- Built in dance floor and bars
- Outdoor space with furniture
- Air purification system

Upgrade Options

Upgraded chairs, linen, china, flatware, glassware, chair covers, sashes, pipe and drapery, risers and staging will be ordered by the Willows exclusively through A Classic Party Rental and will be set up by the Willows staff. The final invoice will include a service charge of 24% for order handling, set up and tear down costs.

Reception Facility Rental

Room Rental fees are based on a four (4) hour time frame, which includes the cocktail hour. You may extend the time at an additional charge by up to two (2) hours. Reception may last a maximum of six hours. The additional time must be reserved two weeks prior to your event. Events must conclude by 12:00AM Friday and Saturday and 11:00 pm Sunday. Please note that this additional hours fee does not include an extension of the bar should one be provided to guests.

Facility Access

Reception room, Bridal quarters/suites and vendor access will be guaranteed by 12:00 pm on the day of the wedding. The Willows asks that all items be removed after the reception as we cannot be responsible for any items left after an event.

Audio/Visual Services

Markey's is our exclusive provider for all Audio/Visual needs on property. Please inquire for a full listing of services and prices.

Facility Information - Ceremonies

ITEMS INCLUDED WITH CEREMONY SPACE RENTAL

- 250 White padded chairs (outdoor ceremonies)
- 250 house padded banquet chairs with white chair covers (indoor ceremonies)
- Two 110V outlets for power
- Unity table and program table with house linen
- DJ table with house linen
- Fruit infused water station for your guests
- Indoor rain backup space (when also leasing the Lodge/Ballroom)
- On site day of ceremony coordination
- On site rehearsal space and coordination
- Set up and tear down (except decor/floral)
- Private bridal suites/quarters
- Water stations in bridal suites
- 2 hours of guaranteed picture time on grounds
- Parking
- Easels for signage

Upgrade Options

All additional chairs or chair covers, and upgraded linen needed will be ordered by the Willows exclusively through A Classic Party Rental and will be set up by the Willows staff. The final invoice will include a service charge of 24% for order handling, set up and tear down costs.

Ceremony Space Rental

Ceremony fees include a one hour time window, usually 30 minutes prior to for guest arrival and a 30 minute ceremony. Ceremony decor must be scheduled and removal must take place immediately following the ceremony and pictures. Scheduling of all outdoor ceremony spaces for pictures will be coordinated through the Willows to allow all bridal clientele utilizing the property scheduled access.

Facility Access

Bridal quarters/suites and vendor access will be guaranteed by 12:00 pm on the day of the wedding. The Willows asks that all items be removed after the reception as we cannot be responsible for any items left after an event.

Policy Information

Crystal Catering

All food and beverages are provided exclusively by Crystal Catering at The Willows. No outside food or beverages (including all alcoholic and non-alcoholic beverages) may be brought into the facility. The Willows has proudly partnered with Classic Cakes for your convenience but you are not obligated to use them. You may use any baker that has a proof of insurance, Retail Merchants License and Board of Health Certificate. The client is responsible for contacting their baker directly to make arrangements.

Deposit/Payment Schedule

Paid deposit of \$3000 goes toward your event and signed contract guarantees your date. First payment due 180 days prior to the wedding date is the first half of your food and beverage minimum. Second payment due 90 days prior to the wedding date is the second half of your food and beverage minimum. Final Payment is due by the end of business day Wednesday on the week of the wedding for the remaining balance based on your final guest count. Any additional items added or charged on a consumption basis will be estimated and paid in advance. A credit card number will be required and kept on file for any additional charges.

Service Fee/Sales Tax/Credit card charges

A 24% service fee is assessed on food, beverage, and services. A 9% tax is applied to all food and beverage. A 7% tax is applied to all non-food charges. The Willows will add a 3% fee to all credit card charges.

Guest Guarantee

Due (5) days before the event by 12 noon.

You may increase the number of guests up to (3) days prior to the event by 2 pm, but you may not decrease the guarantee number after 12 noon (5) days prior. All charges will be based on the guaranteed number or actual attendance, whichever is greater.

Certificate of Insurance

You will be required to provide a certificate of insurance for a general liability policy of \$1 million, naming the business entities operating at the Willows on Westfield as additionally insured. Certificate of insurance is due 2 months prior to your scheduled event. We accept certificates through your personal provider or available through www.wedsafe.com.



***Reception Facility Rental Pricing and Food
and Beverage Minimum Requirements***



Reception Facility Rental Pricing

Four hour reception rental period. Up to two additional hours may be purchased at \$500 an hour.

Ballroom Rates

Lodge Rates

Friday	\$2,500
Saturday	\$3,000
Sunday	\$2,000

Friday	\$2,000
Saturday	\$2,500
Sunday	\$1,500

Food and Beverage Minimum Requirements

FRIDAY

100 guest minimum*

\$10,000*

SATURDAY

120 guest minimum*

\$12,000*

SUNDAY

80 guest minimum*

\$8,000*

*Please ask about dates that offer food/beverage and guest count minimum flexibility.

All food and beverage purchases are subject to a 24% service charge fee & current Indiana sales taxes. The Food and Beverage minimum must be met before service charge and state tax are applied.

Ceremony Space Rental Pricing

If you have always envisioned an outdoor wedding ceremony, our Lakefront Garden, Terrace Garden or Spirit Lake Overlook Deck creates the perfect location to make your wedding dreams come true. Booking season for outdoor space is mid-May to late October. Year round Indoor Ceremony space option is available in both the Lodge and Ballroom. Ceremony rates are for a one (1) hour rental.

THE LAKEFRONT GARDEN - \$2,000
(when paired with the Lodge or the Ballroom)

THE TERRACE GARDEN - \$1,250

THE SPIRIT LAKE OVERLOOK DECK - \$1,250*

INSIDE LODGE OR BALLROOM CEREMONY - \$1,250*

When securing either the Ballroom or the Lodge, while also securing an outdoor space, should there be a need to move your ceremony indoors as a result of weather this can be accommodated within your facility space.

When leasing the Lakefront Garden, Ballroom clientele will be required to have a 4:30 ceremony start time while the Lodge clientele will be required to have a 6:30 ceremony start time.

Contact us regarding ceremony only space rental availability, pricing and options!

*Ceremony space rental fee is in addition to facility rental fee when using either the Spirit Lake Overlook Deck, Inside Lodge, or Inside Ballroom. All ceremonies receive at no additional cost a one hour rehearsal space use the week of the wedding.

Build Your Own Wedding Packages

A unique twist to customizing your special day. We have designed four levels of passed hors d'oeuvres, plated dinner, hosted bar, and upgraded reception decor packages. **Simply choose one selection per desired category of the four levels. You are only required to select a plated dinner.** Please note that house decor is included in your facility rental at no additional cost. Please contact us for the wedding package brochure/menus that provides complete details concerning the specifics of each level, category and package. **Wedding cake may be added as an upgrade to any package at \$7 per person (p.p.).**

Category	Traditional	Classic	Premier	Elegant
Cocktail Hour Passed Hors d'oeuvres (1 hr)	\$8	\$10	\$12	\$14
Plated Dinner	\$36	\$38	\$40	\$42
Hosted Bar (4 hr)	\$27	\$30	\$33	\$36
Food and Beverage Total	\$71 p.p.	\$78 p.p.	\$85 p.p.	\$92 p.p.
Upgraded Reception Decor <small>Does not apply toward food and beverage minimums</small>	\$9	\$12	\$15	\$18

All food and beverage purchases are subject to a 24% service charge fee & current Indiana sales taxes.

Testimonials

Absolutely Amazing!!!!....our daughter and my now son-in-law just had their wedding there August 15, 2020 and it was amazing. The food, service, management was outstanding! The service was like being on a cruise ship. They were very sensitive to the Covid pandemic also. The wedding was one of the best put together weddings I have ever been to. The entire staff was amazing. They were constantly asking if everything was okay and it always was! Would highly recommend this place.

- Scott and Sharon - August 2020 Parents of Bride

We were married at the Willows (in the Lodge) in July 2020 and we were so happy with our choice! Every step of the way, the team at the Willows was flexible and helpful to make our dream wedding come to life. The Willows had great communication throughout the entire planning process and was very gracious to let me revisit the venue several times from initial booking to our big day. Charlie was our day-of coordinator and was very helpful, especially when we had a rain delay for our outdoor ceremony and navigating COVID restrictions. The team at the Willows did everything to help our wedding go off without a hitch no matter what obstacles were thrown our way. As a bonus the food was delicious - I received so many compliments from our guests afterwards about how great the meal was. Beautiful venue, great time - you cannot go wrong with the Willows!

- Maggie - July 2020 Bride

Testimonials

The organization, communication and selflessness of the staff was absolutely amazing. As a Bride I didn't have to worry about one thing when it came to the venue and the day of coordination. They were professional and the food was TO DIE FOR! Everyone commented on how amazing the food was and how beautiful the venue was! 1000% would recommend this venue to anyone who asks me! They truly helped our dreams come true!

- Stephanie I - July 2020 Bride

We were originally scheduled for April 2020 but postponed to June 2020 due to the coronavirus pandemic. There was a lot of time spent wondering if a wedding would even happen in June, but The Willows kept in great communication with us and continued to provide no-cost options to postpone or cancel. We ultimately went ahead with our June wedding and The Willows was so accommodating. They made sure to put safe procedures in place. Their attention to detail was greatly appreciated. The Gardens and The Lodge were incredible backdrops for our day. The serving staff was top notch. Our guests continue to rave to us about the food. The bartender made a specialty cocktail for our night and it was the best I've ever had. We have nothing but great things to say about The Willows - location, food, service, & management. We appreciate all they did to help us have the best day ever, despite all the anxiety required to get there!

- Sarah I - June 2020 Bride

Schedule Your Visit!



THE
WILLOWS
EVENT CENTER
6729 WESTFIELD BLVD.

We provide first class event planning and management services from the moment you book to the completion of your event. Contact one of our managers below to schedule a site visit and a pre-booking consultation. Our event team works collectively to create menus and room diagrams to fit your vision, event timing and logistics to make your wedding day unforgettable.

CONTACT US!

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