Venue Policies & Guidelines

A signed Room Rental Contract along with a reservation payment of five-hundred dollars ($500) is required for guarantee of room rental reservation. Room rental fees are subject to a 20% Administrative and Applicable Taxes.

A minimum payment of two-hundred & fifty dollars ($250) is required every ninety (90) days prior to any wedding reception event date.

All deposits and payments are non-refundable and non-transferable.

Standard length of a room rental is five (5) hours. Additional hour(s) will be charged at a rate of two hundred and fifty dollars ($250) per hour.

Entertainment (i.e. bands, DJs and photo booths) is the responsibility of the Client.

Confetti, sand, rice, birdseed, bubbles, live fish, crayons, popcorn, gum, sparklers, fireworks and open flames are strictly prohibited. Attachment of materials to any surface (i.e. tape, tacks, string and nails) is strictly prohibited.

Ceruti's Catering is the exclusive provider of ALL alcoholic beverages. Client may bring in their own non-alcoholic beverages, however Client is responsible for the set-up, clean-up, ice, cups and the replenishment of their own beverages. Ceruti's Catering will provide bartenders and security at an hourly rate.

Client may bring in their own food or contract with Ceruti's Catering. Client may not hire an outside caterer or restaurant. Client may rent the kitchen for an additional fee. Ceruti's Catering is not responsible for setting up, cleaning up or replenishing Client's food that may be brought in.

It is the exclusive responsibility of the Client for the clean-up and removal of all items brought in by Client including but not limited to food, beverages, tableware, decorations and rental items if Client does not use Ceruti's Catering for the food.

A cleaning deposit of three-hundred dollars ($300) is required if the Client does not use Ceruti's for catering the food. The cleaning deposit will be returned the following week upon a satisfactory inspection of the facilities which means that the Client leaves the facility as before they arrived. A dumpster is provided for the Client's use. Client may be charged in addition to the cleaning deposit depending on the condition Client leaves the facilities.

Ceruti's Catering will set up the tables and chairs according to the Client's Guest Count. A minimum guaranteed guest count is required fifteen (15) days prior to the event date.This guaranteed guest count number is the minimum for which the you will be charged and is not subject to reduction. You may increase your guest count up to three (3) business days prior to your event date. You may not decrease your guest count after the fifteen (15) day period prior to the event date. Ceruti's Catering cannot guarantee the Client's menu selections or rental items for any increases less than 30 days before Client's event date. Any guest count increases within three (3) days of the event date will be charged a 25% scramble fee. Specialty Linens cannot be increased after the fifteen (15) day period prior to the event date.

The Reserve HALL
3022 Easterday Road
Fort Wayne, Indiana 46818 Phone: 260-207-2022