

Reception Planner's Guide



Bring your special day to life with us!

Your dream. Your style. Your day. We have more than 8 unique spaces to create your dream reception; many with new lighting, new paint and new flooring. Beautiful new backlit cafes with digital screen for your very own message.



Clover Cafe in Lincoln Room



Lincoln Room

- On-site catering with a wide variety of options
- Affordable room rental with catering discount
- Full-service bar with high-quality spirits
- Themed decorating and linen services available



- Friendly, full-service event planning staff
- Staging, sound system and easels available
- Convenient, free parking for your guests
- I-80 and hotels conveniently nearby with special rates



Full list of catering options in our Banquet & Catering Services brochure.





Reception Space Pricing

With full-service on-site catering.

Spaces	Max Guests (Banquet style)	Included Chairs & Tables	Base Rental Price (Event day)	Catering Services Rental Discount				
				100-199 Guests 25% off	200-299 Guests 31.25% off	300-399 Guests 37.50% off	400-499 Guests 43.75% off	500+ Guests 50% off
Lincoln Room	1,100	520 chairs & 65 tables	\$1,809	\$1,357	\$1,244	\$1,131	\$1,018	\$905
Pavilion 1	5,400	520 chairs & 65 tables	\$2,153	\$1,615	\$1,480	\$1,346	\$1,211	\$1,077
Exhibit Hall	780	520 chairs & 65 tables	\$1,292	\$969	\$888	\$808	\$727	\$646
Nebraska Room	230	72 chairs & 12 tables	\$862	\$647	X	X	X	X
Lancaster Room	120	64 chairs & 8 tables	\$678	\$509	X	X	X	X

Note: Additional set-up day pricing available upon request

Included in room rental:

- Event planning assistance
- Tables and chairs as noted
- Tables & chairs setup to your custom layout
- Custom table linen colors
- Room sound system and microphone for announcements
- Basic cleaning services during/after events
- On-site operations crew available before/during event
- Cash snack bar upon request
- At least 1 bar setup per 500 guests

Popular available services (ask for quote):

- Setup day/hours
- Staging
- Back drops
- Podium
- Ceiling string lights
- Up to 220v electric for band
- Chair covers
- Prepaid beer kegs, soda and water
- Decoration labor assistance
- Additional tables and chairs
- Security guards



Lancaster

EVENT CENTER

LancasterEventCenter.org
402.441.6545

To arrange a tour & consult with our event planning staff, contact Stephanie Schrodt.
Email: SSchrodt@LancasterEventCenter.org Phone: 402.441.6545 Ext: 1816

4100 North 84th Street
Lincoln, Nebraska 68507

