



The Estuary
BRIDAL GUIDE



The Estuary Bride Guide

Imagine your event unfolding in a beautifully restored historic church in Indianapolis's Old Northside—just moments from Downtown Indy and Mass Ave. The Estuary combines rich history and timeless charm with modern amenities. Featuring a striking Tudor-style exterior and versatile interior spaces, it's the perfect backdrop for weddings, receptions, and unforgettable celebrations.

Our History

The Estuary is the former home of the All Souls Unitarian Church. This church was built by local Architect Bernard Vonnegut in 1918 here on Indy's Old Northside. Bernard and his wife were married inside this very church. His son, Kurt Vonnegut remembers his free thinking German Father's architectural style, and his love for the city of Indianapolis.

The All Souls church flourished in the 1920's under the leadership of Rev Dr. Frank Wicks. He grew the church to over 120 Families, and served the city of Indianapolis as a Reverend and local Chaplin. The last service was held here in February of 1959. After that it was home to Benedict Monks, Free Spirited Artists from Herron Art School and experienced many changes in ownership over time. Now known as "The Estuary" it brings hope and new life to the Old Northside.

Guest Counts

Space	Capacity
Sanctuary	140
Reception Hall	140
Chapel	32
Outdoor Gardens	No set limit
Celestia Guest Suite	2
Stillwater Guest Suite	2
Solace Guest Suite	6
Speakeasy Guest Suite	2

Best-Fit Weddings & Styles

The Estuary, a beautifully converted Tudor church, provides a timeless backdrop that complements many styles. From classic and traditional themes—such as black-tie celebrations, white florals, and elegant attire—to casual gatherings with a relaxed feel, or even whimsical touches that bring in playful charm, couples can shape the space to reflect their vision. The Sanctuary's non-denominational setting also makes it ideal for cultural or fusion weddings, honoring blended traditions in a welcoming environment.

Venue Logistics

Spaces & Capacities

Chapel (seats up to 32): Intimate setting, ideal for smaller weddings, elopements, or vow renewals.

Sanctuary (seats up to 140): A beautiful space for larger ceremonies and gatherings.

Banquet Hall: Ideal for wedding receptions, rehearsal dinners, and wedding showers.

Guest Suites (4 total): On-site accommodations to keep your core group together under one roof.

Outdoor Garden: Charming space for guest mingling, outdoor moments, and photo opportunities.

Floor Plans & Layouts

Color-Coded Property Map:

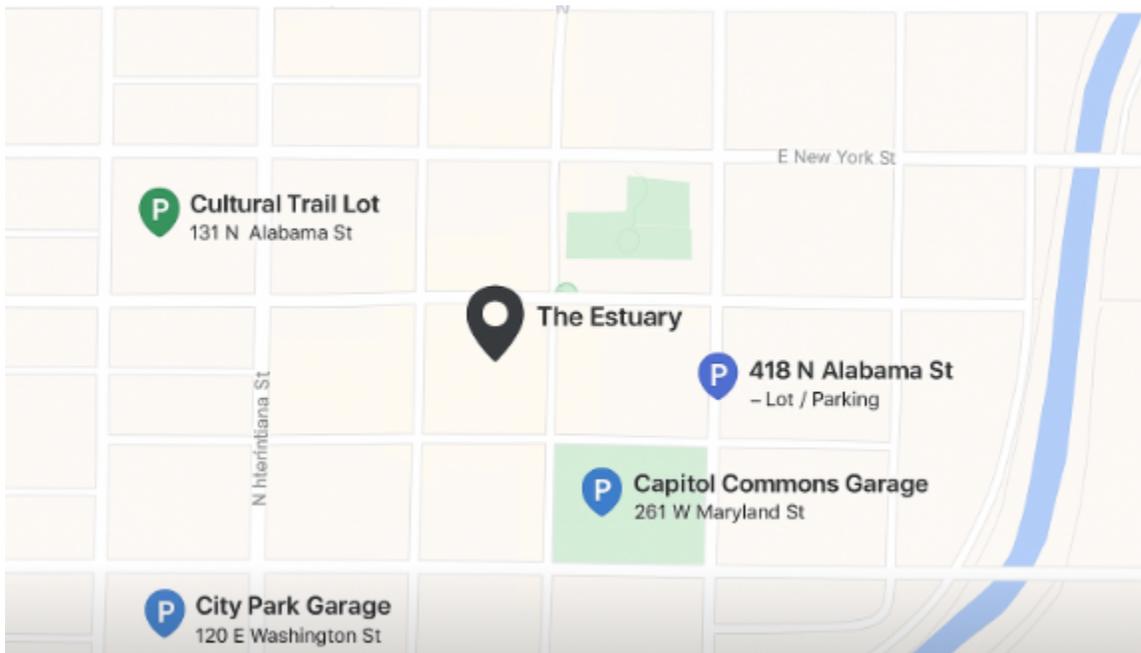
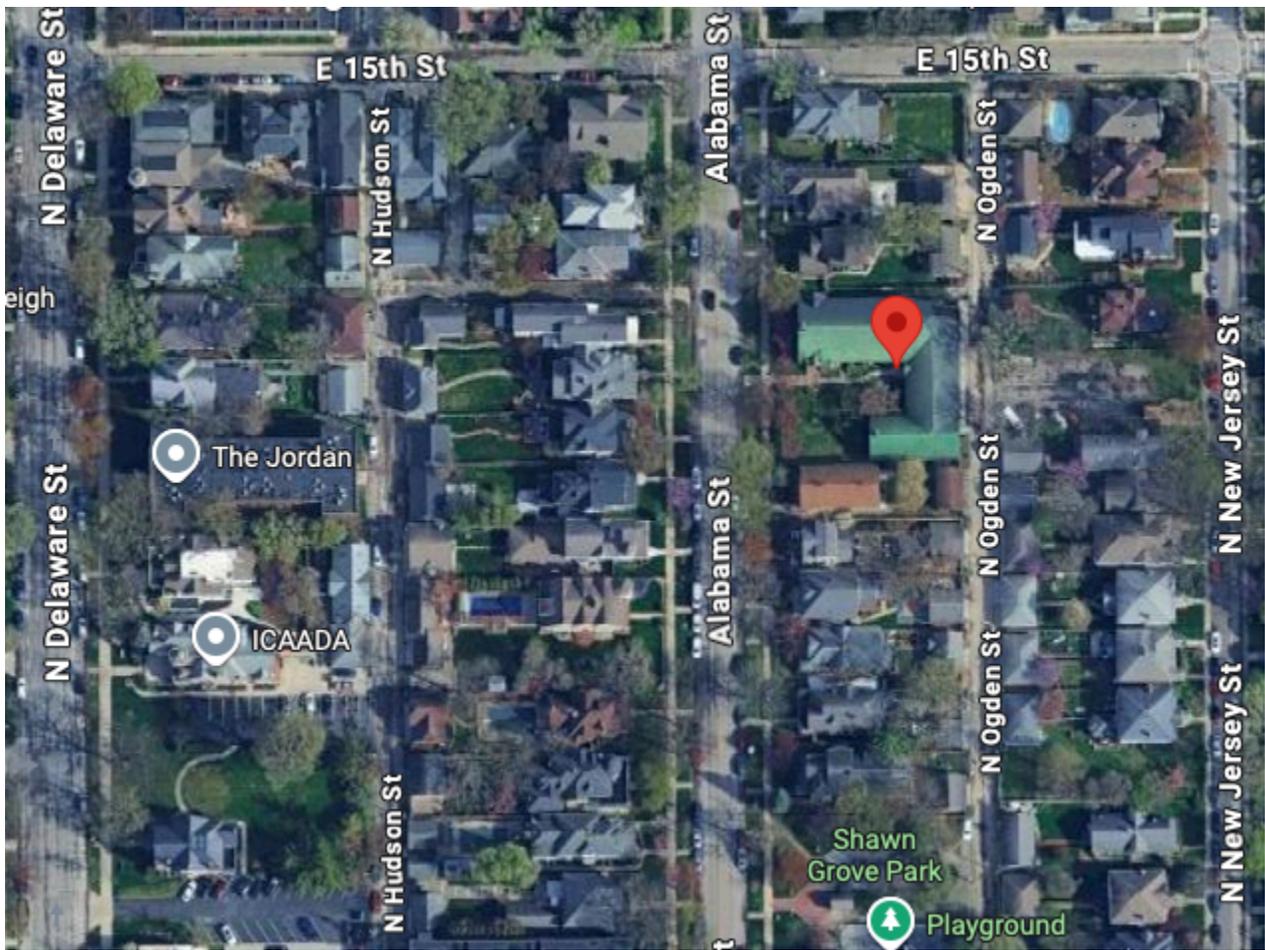
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Weather Contingency

- ❖ For smaller outdoor weddings, the **Chapel** (up to 32) may be used as a backup indoor location.
- ❖ For larger outdoor weddings, the **Sanctuary** (up to 140) can be reserved as a backup space. If a last-minute move indoors is required, an upcharge may apply. We offer this at a discounted rate on the day of the event, understanding that Mother Nature can be unpredictable.

Parking & Access

- ❖ Parking at The Estuary is limited, with **16 private spaces** behind the building (accessible from the alley off Ogden).
- ❖ The venue is accessible, with a **ramp** leading to the main entrance and an **elevator** to the Banquet Hall.
- ❖ **Under 50 guests:** spaces reserved for on-site Airbnb guests and event vendors.
- ❖ **Over 50 guests:** lot opens for guest use; Airbnb guests will always have reserved spots.
- ❖ Additional street parking is available on **Alabama St** and **New Jersey St**; rideshare (Uber/Lyft) is strongly recommended.



Nearby Lodging

Property	Distance	Key Amenities	Group Blocks / Notes	Shuttle
Old Northside Bed & Breakfast	0.01 mi	Historic B&B charm	—	—
Bottleworks Hotel	1.0 mi	Boutique hotel at Bottleworks District	RFP via site	—
Conrad Indianapolis (Hilton)	1.7 mi	Luxury; dining on property	Group blocks via RFP	—
Omni Severin Hotel	1.9 mi	Dining on property; downtown	Omni RFP for group rates	Weekday courtesy shuttle within 2 mi (6:45–8:45 a.m., every 30 min)
Le Méridien Indianapolis (Marriott)	1.9 mi	Skywalk to Convention Center	Le Méridien RFP for group rates	—
Indianapolis Marriott Downtown	2.3 mi	Full-service Marriott; dining	Marriott RFP for group rates	—
Staybridge Suites Downtown—Convention Center (IHG)	5.1 mi	Suites; amenities & accessibility	IHG RFP for group rates	—
Hampton Inn & Suites — Indianapolis Airport	17.1 mi	Free airport shuttle	RFP available	Yes

Packages

Inclusions

- ❖ Tables and chairs on-site.
- ❖ **Table linens** available in a limited range of colors; **rented linens** include laundry service.
- ❖ Warming kitchen for **licensed caterer** use (full setup, service staff, china, flatware, and glassware must be provided by caterer or another vendor).
- ❖ See **Preferred Vendors** for additional options.

Add-Ons & Day-Of Adjustments

- ❖ Contracts structured according to the selected **wedding package**; all package details included in your contract.
- ❖ **AV services** must be provided by a **professional, insured DJ**; all DJs are required to complete a pre-event AV consultation/walkthrough.
- ❖ **Additional time** may be added (subject to neighborhood quiet hours) and will be reflected on the final invoice at the applicable hourly rate.

Payment Schedule & Deposits

\$500 deposit due upon booking. Final invoice due for remaining balance: Paid in full 4 business days prior to the event for all wedding packages.

Overtime & Fees

The Estuary reserves the right to assess additional fees for any event that does not conclude at the contract end time. Overtime is charged at an hourly rate and applied to the credit card on file the following business day.

Included Amenities & Services

Bridal & Groom Suites

All four on-site Guest Suites operate as full-service Airbnbs, with guest counts set according to City of Indianapolis short-term rental permits. Guests must follow rules and regulations outlined in our Guest

Service Agreements. Suites are **included** with the Sanctuary Bridal Package and may be **added** to smaller packages at an additional cost.

Setup & Teardown

- ❖ Catering may be arranged for **table service** or **buffet**. If early access is required, notify us **30 days prior** in writing.
- ❖ The Estuary has **12 chafing racks** available for rent. All other serving items and staffing are provided by your caterer.
- ❖ **Buffet setup service** is available from The Estuary for an additional fee.
- ❖ Tables may be rearranged but must be **returned to original placement** by the close of the event.
- ❖ If you rent **Estuary linens**, laundering is included. Outside linens must be taken at event conclusion (we do not launder outside linens).

Inventory List

- ❖ **17 large round tables** (seats up to 8 each).
- ❖ Extra chairs are available on-site; **chair covers are not provided**. (See vendors list for chair cover providers.)
- ❖ **No glitter** or glitter-like substances permitted. If brought in, **full cleanup** is required before the close of the event or cleaning fees will apply.

Bar & Catering

- ❖ **The Hearth** warming kitchen includes a commercial freezer and cooler, two warming ovens, and a coffee station. Catering carts available for table service.
- ❖ **Not provided:** flatware, china, and glassware (for water/tea/lemonade)—your caterer must supply.
- ❖ **Bar service:** The Estuary does **not** provide in-house bar services. Clients must hire a **licensed bartender with a mobile bar** and provide an **up-to-date liquor license** to the Events Director prior to the event. Bartenders are responsible for **ID verification** and assume full liability for alcohol service per Indiana law.
- ❖ Bar vendors must supply their own **glassware or plasticware**. **Keg beer** must be removed from premises before the event ends. **No leftover alcohol** may remain on-site.

Preferred Vendors (Local Wedding Experts)

Catering

- Crystal Signature Events – <https://www.crystalsignatureevents.com/>
- Indy Fresh Catering – <https://indyfreshcatering.com/events/>
- Jacquie's Gourmet Catering – <https://www.jacquies.net/events/weddings/>
- CRG Restaurant Group – <https://www.crgpremiercatering.com/>
- Nameless Catering – <https://namelesscatering.com/>
- Sahn's Full Service Catering – <https://www.sahm cateringco.com/>
- Sweet & Savory Catering – <https://www.sweetsavorycatering.com/>

Bartenders

- Alcomy Mobile Events – <https://www.thealcomyexperience.com/>
- Indy Beer Taps – <https://indybeertaps.com/details>
- Mixologist Mobile – <https://www.mixologistmobile.com/>
- Poured to Perfection – <https://pouredtoperfection.net/>
- Toasted Events – <https://www.toastedevents.co/#cnuDmT>

Planners/Coordinators

- Blue Llama Events – <https://www.bluellama.events/>
- Eventually Michelle's Event Planning – <https://www.facebook.com/people/Eventually-Michelles-Event-Planning/61573448216684/>
- Jessica Dum Events – <https://jessicadum.com/>
- Lova Events – <https://www.lovaeventsandpartyrental.com/>
- Plum & Poppy Weddings – <https://www.plumandpoppy.com/>
- Royal Weddings – <https://royalweddingsandevents.com/>

Florists

- Ethereal Florals – <https://www.etherealflorals.com/>
- McNamara Florists – <https://www.mcnamaraflorest.com/services/weddings/>
- Posh Petals Indy – <https://posh-petals.com/>
- The Flower Boys – <https://www.flowerboysindy.com/>
- Urban Contessa Florals – <https://www.urbancontessaindy.com/>
- Watts Blooming – <https://www.wattsblooming.com/>

Photo / Video

- CB Photography – <https://hellocbphotography.com/>
- Clayhouse Photography – <https://www.clayhousephoto.com/>
- Casey and Her Camera – <https://caseyandhercamera.com/>
- Danielle Harris Photography – <https://www.danielleharrisphotography.com/>
- Lux Wedding Films – <https://www.luxwedfilms.com/>
- Mrinye Photography – <https://www.mrinaye.com/>
- Povlin Films – <https://povlinfilms.com/about-us>

DJs & Musicians

- Circle City Sound – <https://indydj.com/>
- DJ Connection – <https://www.djconnection.com/indianapolisn>
- DJ Indiana – <https://djindiana.com/>
- FM Entertainment – <https://celebratewithfm.com/>

Innocenti Musical Interludes – <https://www.innocentistrings.com/indianapolis-string-quartet>

Kessler Strings – <https://www.kesslerstringsindy.com/>

Lights Out Entertainment – <https://indyeventdjs.com/>

The Simple DJ – <https://thesimpledj.com/>

Bridal Countdown Planning Guide

12 Months Out

- Set wedding budget and priorities
- Draft guest list
- Choose wedding date & season
- Book ceremony & reception venues
- Hire wedding planner (if using)
- Choose bridal party

9 Months Out

- Select and order wedding dress
- Book photographer & videographer
- Book caterer (if not included with venue)
- Hire entertainment (DJ/band)
- Book florist
- Research invitations & stationery
- Research officiants and confirm one
- Reserve hotel blocks for guests

6 Months Out

- Finalize catering menu tasting
- Book transportation (limos, shuttles, etc.)
- Order bridesmaid dresses & groomsmen attire
- Book hair & makeup artist (schedule trial)
- Choose and order wedding cake
- Launch wedding website
- Order "Save the Dates"
- Register for gifts

- Shop for wedding bands

3 Months Out

- Mail "Save the Dates"
- Schedule dress fittings/alterations
- Finalize floral arrangements
- Select ceremony readings & music
- Book rehearsal dinner venue
- Confirm décor and rental orders
- Order wedding invitations
- Plan honeymoon & confirm passports
- Confirm officiant details and requirements

1 Month Out

- Mail wedding invitations
- Schedule final dress fitting
- Buy wedding party gifts
- Finalize wedding-day timeline
- Confirm all vendor details & payments
- Arrange marriage license application
- Confirm honeymoon reservations
- Draft seating chart

1 Week Out

- Pick up wedding dress & attire
- Confirm final guest count with caterer
- Print seating chart & place cards
- Pack wedding-day emergency kit (pins, tape, meds, etc.)
- Prepare final vendor payments/tips
- Break in wedding shoes
- Pack for honeymoon

Day Of

- Eat breakfast & hydrate
- Hand off vendor payments/tips to coordinator or trusted person
- Allow extra time for hair & makeup
- Bring rings, vows, and marriage license
- Take a quiet moment together before the ceremony
- Enjoy and be present – it's your day!

Day-Of Schedule Template

(Insert your custom schedule here – ceremony start, photos, cocktail hour, reception timeline, vendor arrivals, etc.) [Weddings Day of Template](#)

Décor & Styling Guidance

Approved Install Methods

Decorating access is available **the day prior** to your event.

No push pins or adhesive command strips.

If using a balloon vendor, **portable oxygen tanks may not be stored on-site.**

Candles & Flame Policy

LED candles are recommended. If real candles are used, they must be in **glass votives.**

Liability insurance must be submitted to The Estuary **no later than 10 business days prior** to the event (same as final balance due).

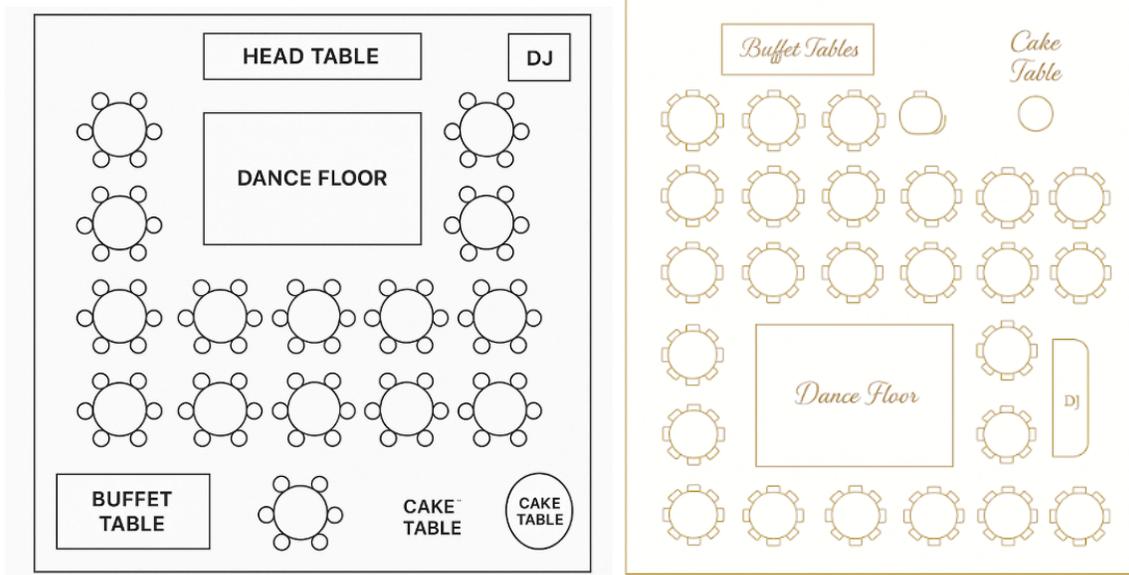
Signage & Power

Welcome signs and bar signage should be set up by your vendor prior to the event.

Requests for **additional extension cords** must be submitted **in writing in advance.**

Availability is limited due to the building's age and GFI outlet capacity.

Sample Layouts



Photography, Media & A/V

Suggested Shot Categories

- Exterior building & Sanctuary stairs
- Outdoor gardens & neighborhood (North Alabama St walk)
- First Look moments (private, calm setting)
- Bridal/Groom suites: getting-ready time with wedding party

Coordination: The Events Director can help secure a **private First Look** area to ensure zero interruptions.

On-Site Photo Spots

- Sanctuary • Gardens • Chapel (quiet reflection)
- Private guest suites for getting-ready documentation

Drone Policy

Drones are allowed but must follow **Downtown Indy regulations** and submit a **Fly Indy application 30 days prior** to filming. Failure to comply may result in a **\$500 fine** payable by the client. IUPUI and Monument Circle are often considered restricted airspace. Guests are responsible for staying current on local rules/regulations.

A/V Guidelines Can Be Found Here: [AV Guidelines at The Estuary](#)

Policies & Procedures

Alcohol & Bar

- ❖ The Estuary does **not** hold an Indiana Liquor License. All alcohol service must be provided by a **licensed bartender**.
- ❖ **BYOB/carry-in alcohol is not permitted.**
- ❖ Neighborhood **quiet hours begin at 10:00 PM**; last call must be **no later than 10:00 PM**.
- ❖ **DJ music ends at 10:00 PM.**
- ❖ All events must **conclude by 11:00 PM**. Guests not staying on-site must vacate by that time.

Noise & Curfew

Per Northside Community Association, Quiet Hours start at **10 PM** nightly. Events must end by **11 PM** per contract. Noise not to exceed 55 decibels between 10am and 7pm EST. Noise not to exceed 45 decibels between 7pm and 10am EST.

Confetti, Sparklers & Petals

- ❖ Confetti is **not allowed**.
- ❖ **Glitter** must be fully cleaned up prior to close or cleaning fees will apply.
- ❖ **No indoor sparklers** (per fire code).
- ❖ Any **flower petals** used on tables or runners must be cleaned up prior to close or additional cleaning fees may apply.

Pets

Pets are **not allowed** inside the event space, unless verified by ESA or **Service Animals**. The venue reserves the right to request proper certification for ESAs.

Deliveries & Load-In

- ❖ All vendors must provide **Certificates of Insurance (COI)** prior to the event.
- ❖ Vendors should load in via **Ogden St** for large deliveries.
- ❖ Vendors must **check in** with the Events Director for any special requests in advance to protect the overall timeline.

Clean-Up & Waste

- ❖ All **trash must be removed** prior to close of the event (multiple bins off **Ogden St**).
- ❖ **Glass** must be bagged and placed in recycling bins.
- ❖ Next-day cleanup can be arranged **for an hourly fee** (charged to the card on file after completion).

Insurance / COI

- ❖ Clients assume full responsibility for all attendees.
- ❖ Clients must provide proof of **\$250,000 liability insurance coverage**.
- ❖ The Estuary is **not liable** for injuries, accidents, or damages occurring during the event.

Damage Deposit

- ❖ A **refundable \$2,500 damage deposit** is required to secure the booking "The TBD Wedding Package."
- ❖ **Balance is due 60 days before** the event date.
- ❖ Bookings are confirmed only upon receipt of the **deposit** and **signed agreement**.

Cancellations / Refunds

- ❖ **60+ days prior:** Full refund **minus deposit**.
- ❖ **<60 days prior:** **No refund**.
- ❖ Rescheduling is subject to availability and may incur an additional fee.

Sustainability Options

Donation Partners (Leftover Food)

Second Helpings – <https://www.seconddhelpings.org/>

Wheeler Mission – <https://wheelermission.org/>

Damien Center – <https://damien.org/>

Green Tips

Rideshare is **strongly encouraged**. IndyGo route info: <https://www.indygo.net/>

Nearby Parking Garages (within ~1.6 miles)

- ❖ 418 N Alabama St – 418 Alabama Street Lot (Public)
- ❖ 404 N Alabama St – 404 Alabama Street Lot (SpotHero reservable)
- ❖ 131 N Alabama St – Cultural Trail Lot (IPC Parking)
- ❖ Regions Tower Garage – Central covered garage
- ❖ 301 S Delaware St – CityWay North Garage
- ❖ 301 E Washington St – Presidential Place Lot (Denison Parking)
- ❖ Market District Garage – plus nearby ParkWhiz options
- ❖ Indy Parking Whiz: <https://www.parkwhiz.com/p/indianapolis-parking/map/>

Emergency & Contingency

Weather Triggers & Backup Plan

If weather threatens an outdoor event, we'll align on a backup no later than 48 hours prior. If you have an outdoor coordinator, we'll collaborate closely to bring your vision indoors.

Power / Facility Notes

Lights must be turned off at close. The Events Director will ensure the building is locked, all guests have exited, and all systems are shut down. This must be completed no later than midnight on event night.

Emergency Contacts

Estuary Events Director: Kelsi Garrison • 317-785-1896 • kelsig@transformationvc.com

After-Hours / Escalation: Kelsi Garrison • 317-207-0430 • kelsig@transformationvc.com

Local Fire/Police: Dial **911** for IFD/IMPD

FAQs

Can we bring outside alcohol? Only via a **licensed mobile bartender**. No BYOB/carry-in is allowed. All Mobile Bartender Vendors Must provide a copy of their Liquor License prior to the event. No alcohol is allowed outside the venue, or in the church spaces. It must stay inside the banquet hall during the duration of the event.

What is the vendor load-in the window? Vendors must be inside and ready **1 hour prior** to the event start. COIs must be on file prior to the event.

Are real candles allowed? Yes, if placed in **glass votives**. All flames must be fully extinguished before close; a final walkthrough with the Events Director is required.

When is the final headcount due? **15 days prior** to the event to ensure compliance with Fire Code capacities.

Contact & Venue Details

Primary Contact: Kelsi Garrison (Events Director) • 317-785-1896 • kelsig@transformationvc.com

After-Hours / Escalation: 317-207-0430 • kelsig@transformationvc.com

Address: 1455 N Alabama St, Indianapolis, IN 46202

Response Hours: Mon–Fri, 9:00 AM–5:00 PM (EST)

Secondary Contact (Events): Estuary@TransformationVC.com