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*"City View at Sterling Square is an ultra-unique event venue in Evansville, Indiana that blends 19<sup>th</sup> Century Industrial with 21<sup>st</sup> Century Chic."*

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*Originally built in 1910 as the Fulton Avenue Mercantile Company, City View at Sterling Square is now a gorgeous event venue with details to-die-for.*

*Located just minutes from downtown Evansville, Indiana, City View at Sterling Square features beautiful exposed brick, breathtaking 17-foot ceilings, original masonry, and floors weathered from dancing shoes and splashes of champagne. With over 12,000 square feet of event space, stunning chandeliers, and soaring windows letting in awe-inspiring, natural light, casting you and your guests in an otherworldly, rosy glow - City View at Sterling Square is the perfect mix of historic grandeur and modern industrial.*

*We are unapologetically fearless when it comes to setting the bar high- for your wedding, for your corporate event; you name it. Whether we're hosting your lavish gala, boho chic wedding, or casual business meeting, we'll provide the same warm, hands-on, personalized attention you deserve. Our goal isn't just to make your event successful, but to curate an experience that your guests will never forget.*

*Creating unforgettable experiences is easy when you've got the right tools, which is why City View at Sterling Square boasts state-of-the-art lighting and sound systems, high-speed internet, and modern projectors & screens. **Whatever your dream- we'll bring it to life.***

***The Sunset Ballroom***

*Capacity: 176 seated, 136 seated with dance floor or band, or 299 standing*

***best types of events:***

*Wedding Ceremonies    Wedding Receptions    Charity Fundraisers    Corporate Events  
Holiday Parties        Reunions                Birthday Parties        Engagement Parties*

***features:***

*Lighting system        Built-in serving area        Sound system            Stylish foyer*

*The Sunset Ballroom is conveniently located on our second floor near the other meeting rooms, making it the perfect location for general sessions with breakout rooms nearby. This room can also be used for a wedding ceremony, and guests can then proceed to the 1910 Sterling Ballroom for the reception. With a screen, projector, and a plug and play sound system, this room is the perfect space for corporate presentations or training.*

***The 1910 Sterling Ballroom***

*Capacity: 280 seated or 299 standing*

***best types of events:***

*Wedding Ceremonies    Wedding Receptions    Charity Fundraisers    Corporate Events  
Holiday Parties        Reunions                Birthday Parties        Engagement Parties*

***features:***

*Lighting system        Coat room                Sound system            Catering kitchen*

*The 1910 Sterling Ballroom is our largest meeting space, featuring an open urban environment. Our experienced event staff will create a customized meeting area tailored to the size and needs of your group. This space has 17-foot ceilings and exposed brick walls with custom designed columns and steel beams. This dynamic room also has a projector and screen, specialty event lighting, and a sound system that makes it easy for you to plug and play.*

***The Crystal Loft***

*Capacity: 40 seated or 50 standing*

***best types of events:***

*Bridal Suite                      Showers                      Breakout Sessions                      Small Parties*

***features:***

*Private bathroom                      Plug & play TV                      Dry bar & refrigerator                      3 Mirrored vanities*

*Call it a Private Suite, Bridal Suite, VIP Board Room, or Executive Lounge it is 760 square feet of privacy that can be all yours on the day of your event. This room features a private bathroom, large screen TV, refrigerator, serving counter that can also be used as a vanity, and seating to accommodate your event. The view from the Crystal Loft was the inspiration for the name of the venue – City View.*

***The Copper Lounge***

*Capacity: 6 seated or 10 standing*

***best types of events:***

*Groom’s Room                      Green Room                      Breakout Sessions                      Meetings*

***features:***

*Private bathroom                      Plug & play TV                      Dry bar & refrigerator                      Large screen TV*

*The Copper Lounge is our most intimate space. This cozy lounge can be used for a Groom’s Room or as a small private lounge. The room features a large screen TV, dry bar with refrigerator, and a private bathroom. This room is perfect for catching up on emails between meetings or just hanging out with a small group of friends.*

***The Skyline Conference Room***

*Capacity: 24 seated classroom style or 40 seated meeting style*

***best types of events:***


*Breakout Sessions                      Meetings*

***features:***

*Video conferencing                      Plug & play TV                      Dry bar & refrigerator                      Large screen TV*

*Our Skyline Conference Room is one of our most popular meeting spaces for a business meeting. Tables configure into classroom, conference, or theater seating, giving you the flexibility to carry out your meeting specifications. Video Conferencing is set up in this room with a 65” television to use. Twelve-foot ceilings and exposed brick walls add the ambiance in this intimate space. This space also works great for cocktail parties.*

## *The Lowdown*

-  ***Celebrating since*** 2018
-  ***Location*** *City View is conveniently located near the Lloyd Expressway just minutes away from downtown Evansville.*
-  ***Capacity*** 300 guests per floor
-  ***Insurance*** *Additional insurance is recommended but not required.*
-  ***Venue Spaces*** *Indoors*
-  ***Catering*** *Caterers must be licensed and pre-approved by City View. **City View is not responsible for food service or bussing of tables.***
-  ***Beverages*** *Clients must obtain all beverages from City View. **No outside beverages of any kind allowed.***
-  ***Alcohol*** *Clients must use City View for all alcohol services.*
-  ***Security*** *City View requires security.*
-  ***Restrooms*** *Restrooms are available on both floors. The Crystal Loft and Copper Lounge also have private restrooms.*
-  ***Smoking*** *City View is a tobacco-free facility. Smoking is permitted 10 feet away from the building per Evansville City Code.*
-  ***Parking*** *There are 28 parking spots on the property. Additional parking is available nearby at Sterling Square.*
-  ***Handicap Accessible*** Yes
-  ***Decorations*** *No confetti, smoke or fog machines, bubbles or bubble machines, loose glitter, fresh flower petals, or snow on the floors or walls. Glass containers must enclose all candles. City View permits open taper and column candles during the Unity Candle Ceremony ONLY. For sparkler send-offs, the client must provide extinguishing containers and one designated person to clean up and monitor use.*
-  ***Set-up & Tear-down*** *City View will handle the set-up and tear-down of tables and chairs.*

 **Deposit**

*A \$1,000 initial deposit is required to hold a date. If the event estimate is less than \$1,000, the entire rental estimate is required to hold a date.*

 **Cancellation Policy**

*If the client cancels the scheduled event, City View retains 100% of the deposit. If the client cancels the date, and City View can resell the date, the client will be refunded 90% of the deposit. If City View cancels the event, 100% of the deposit will be refunded.*

*\*all information subject to change*

## *Wedding Package Includes:*

|                                  |   |                                |   |
|----------------------------------|---|--------------------------------|---|
| Custom layout (1 per ballroom)   | ● | Cake, gift, & guestbook tables | ● |
| 35 60" Round tables              | ● | 12 Cocktail tables             | ● |
| 280 Wooden chairs                | ● | Specialty Lighting             | ● |
| 2 8ft Buffet tables              | ● | Sound system                   | ● |
| Barware                          | ● | Wifi                           | ● |
| Bar setup                        | ● | Projector & screen             | ● |
| Bartenders                       | ● | Microphones                    | ● |
| Portable bars (5)                | ● | Catering kitchen               | ● |
| Pre-event coordinator            | ● | Staging room                   | ● |
| Event staff                      | ● | Private Bridal Suite           | ● |
| Table & chair set-up & tear-down | ● | Private Groom's Room           | ● |
| Parking                          | ● | Ceremony Ballroom              | ● |
| Coatroom                         | ● | Reception Ballroom             | ● |
| Security                         | ● | A/V Setup                      | ● |
|                                  |   | Space for Friday evening       | ● |

*\*all information subject to change*