

Creighton UNIVERSITY

WEDDING RECEPTIONS & SOCIAL GATHERINGS



WELCOME TO CREIGHTON

Situated in the heart of downtown Omaha, Creighton University has been a fixture in the Omaha community since 1878 as an academic institution. Creighton University is quickly becoming a popular destination for stylish and sophisticated wedding receptions and social gatherings. With two grand ballrooms and numerous other reservable spaces, we are able to accommodate events of all sizes and needs.

Creighton University offers easy access to the airport, hotels, restaurants and local entertainment. The Skutt and Harper Centers are easy to find and conveniently located just minutes away from the interstate. Parking anywhere on campus is convenient and complimentary. Guests will have no shortage of activities and sights to see on and off campus.

From our intimate Mutual of Omaha Ballroom at the Skutt Student Center in the center of campus to the Ahmanson Ballroom at the Harper Center for Student Life and Learning overlooking downtown Omaha, we are the perfect venue for your special day. The Reservations and Event Planning staff partner with Sodexo Catering to ensure that your dream for a perfect event comes true. We have been producing hundreds of weddings, awards dinners, class reunion gatherings, parties and large conferences and would love the opportunity to serve you on the day you've been waiting for.



KIEWIT FITNESS CENTER

V.J. and ANGELA SKUTT STUDENT CENTER

STUDENT CENTER



V. J. AND ANGELA SKUTT STUDENT CENTER

The Mutual of Omaha Ballroom in the Skutt Student Center is centralized in the heart of campus, offering close proximity to the beautiful Skinner Mall, St. John's Church, the mall fountain and picturesque Jesuit Gardens.

A fixture on Creighton's campus, the garden-level, 8,700-square-foot ballroom features an elegant decor, including glass doors, lighted wall sconces and more. The space includes a drawing room—a beautiful pre-function space that guests utilize throughout the evening with a grand piano, sofa groupings and classic fireplace. During warmer months, the patio area provides an outdoor option for gathering space.

The Mutual of Omaha Ballroom can be divided into seven smaller spaces to accommodate groups of all sizes and needs. The maximum capacity is 350 guests, with a standard setup of round tables, dance floor and a head table. The space is equipped with a sound system and a unique lighting system to set the mood for your special day. All this is included in the competitive room rental rate and includes setup and teardown.

Complimentary parking for the Skutt Student Center is available in the visitor's parking lot on the northeast corner of 24th and Cass Streets.





MIKE AND JOSIE HARPER CENTER FOR STUDENT LIFE AND LEARNING

The 7,000-square-foot Ahmanson Ballroom in the Mike and Josie Harper Center for Student Life and Learning is located on the top floor of



foyer with a grand piano, comfortable furniture groupings and a built-in sound system, perfect for cocktailing or any pre-function gathering.

The Ahmanson Ballroom can be divided into three smaller spaces to accommodate groups of all sizes and needs. The maximum capacity is 350 guests, with a standard setup of round tables, dance floor and a head table—all included along with setup and teardown in the room rental rate. The space has three ceiling-mounted projectors and screens, as well as a lighting and sound system to create the perfect ambiance for your event.

Complimentary parking for the Harper Center for Student Life and Learning is available in the visitor's parking lot on the south side of the

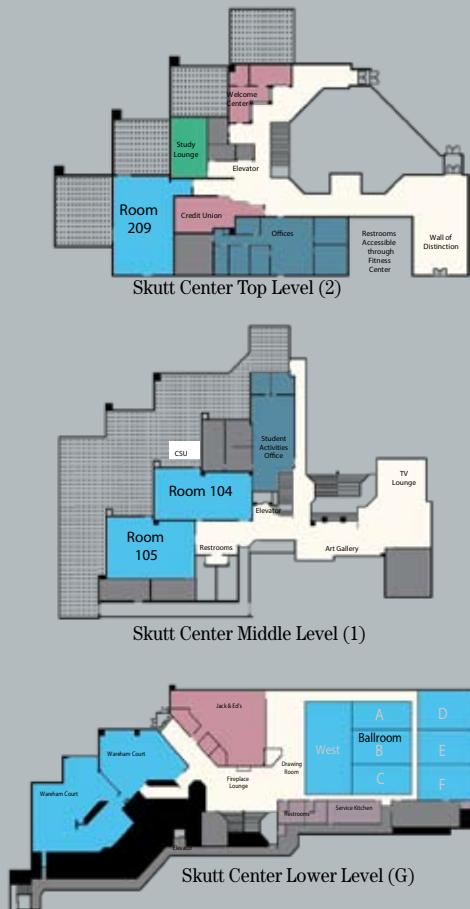
the building. The space features vaulted ceilings and a neutral decor with granite adornments. It offers a commanding view of Omaha's riverfront through its large east windows, an impressive scene day or night. The space includes an open-air



building, just off 20th Street between Burt and Cass Streets. Additional parking is on the top deck of the law school parking structure, the Lied Education Center for the Arts visitor's lot at 23rd and Cass Streets and the top deck of the 24th and California parking structure. All are within easy walking distance.



SKUTT CENTER FLOOR PLANS



HARPER CENTER FLOOR PLANS



Visit www.creighton.edu/reservations for more detailed capacities and floor plans.

SKUTT CENTER ROOM CAPACITIES

Room	Rounds	Stand-up Reception	Audience
Ballroom Entire (G. Level)	350	700	700
Ballroom West	60	80	80
Ballroom Center	90	120	120
Ballroom East	120	147	147
Ballroom West 2/3	150	250	250
Ballroom East 2/3	250	350	350
Ballroom AB	60	70	70
Ballroom BC	60	70	70
Ballroom DE	80	98	98
Ballroom EF	80	98	98
Ballroom A	30	35	35
Ballroom B	30	35	35
Ballroom C	30	35	35
Ballroom D	60	56	56
Ballroom E	30	35	35
Ballroom F	60	56	56
104 (Level 1)	56	76	67
105 (Level 1)	64	85	78
209 (Level 2)	12	n/a	n/a

HARPER CENTER ROOM CAPACITIES

Room	Rounds	Stand-up Reception	Audience
2060 (Level 2)	32	55	40
2066 (Level 2)	48	60	70
Auditorium	n/a	n/a	499
3023 Entire (Level 3)	136	225	230
3026 (Level 3)	8	n/a	n/a
3027 Entire (Level 3)	48	80	80
3028 Entire (Level 3)	80	130	140
3029 Entire (Level 3)	48	80	80
3048 (Level 3)	n/a	n/a	55
3053 (Level 3)	24	50	35
4006 (Level 4)	8	n/a	n/a
Ballroom Entire (Level 4)	350	700	650
Ballroom A	90	160	140
Ballroom B	90	160	140
Ballroom C (East Half)	200	295	275
Ballroom B & C (East 3/4ths)	290	400	375

SERVICES

Your event at either Skutt or Harper Centers includes the following complimentary services for an all-inclusive rental fee:

- Setup of room using 72" round tables and banquet chairs
- Setup of cocktail tables, cake table, gift table and head table
- Setup and use of stage units
- Setup of dance floor
- Setup and use of available audiovisual equipment including built-in house sound system, microphones, podium, drop-down screens and ceiling-mounted LCD projectors. The system accommodates DVD, VHS or computer-generated slide shows and has an accompanying sound system.
- Grand piano
- Supervision of event by facility staff
- Post-event cleanup
- Convenient and complimentary parking
- Sodexo Catering will provide appropriate china, flatware, glassware, barware and standard linens, including tablecloths and napkins with minimum food purchases.
- Limited event planning services by Event Coordinator and Catering Coordinator including basic menu planning, sharing examples of past successful events, room layouts and basic suggestions. This does not include full-scale coordination and event planning.

Perhaps the most notable advantage of choosing Creighton University for your wedding reception is that we understand that you want your day to be unique. Our staff will create a room setup that will be distinctively you. We can show you multiple options for dance floor sizes, table placement and stage options. Our audiovisual systems can accommodate simple or complex needs. And we have the resources to coordinate the most unique rental request.

Additional event hours before and/or after normal building hours can be coordinated and negotiated with your Event Coordinator. Building hours vary between Skutt and Harper Centers and in accordance with academic and holiday schedules.





SODEXO CATERING

Sodexo is the exclusive caterer on Creighton's campus with a full kitchen on site. They offer a wide array of menu selections for wedding receptions. Please refer to the Sodexo menu for food options and pricing. Our catering partners can customize a menu to suit any taste and budget. They also coordinate your bar offerings with the same flexible options. In addition to providing all food and beverage, they will staff your event with professionally attired servers and bartenders.

Your Catering Coordinator will discuss options for linens, napkins and skirting and can assist in renting additional colors and styles. You are not required to use Sodexo for your wedding cake, though cake cutting service, plates and flatware are complimentary.

POLICIES AND PROCEDURES

For policies governing site rental, special services and food and beverage orders, please consult with the Skutt and Harper Center rental and usage policies which can be found at www.creighton.edu/reservations. All special events will be governed by these policies and must be agreed to by all those wishing to rent our facilities.

NOTES

For more information:
www.creighton.edu/reservations
402-280-1493



Creighton UNIVERSITY

2500 California Plaza
Omaha, NE 68178
www.creighton.edu/reservations