

THE ARMORY OF ST MARYS

# WEDDING GUIDE



Welcome to the

*VENUE GUIDE*

THE ARMORY OF ST MARYS  
159 E SOUTH ST, ST MARYS OHIO

# CONTENTS

- 03.** Guide Highlights
- 04.** Planning Overview
- 05.** Payments + Policies
- 06.** Packaging and Pricing
- 07.** Event Timeline
- 08.** Amenities and Rentals
- 09.** Rental Catalog
- 10.** Florals
- 11.** Ceremony + Reception
- 12.** Bridal Suite
- 13.** Grooms Suite + Guest Lounge
- 14.** History of The Armory of St Marys
- 15.** Contact Us

# CONGRATS!

As you begin planning your big day, we want to start by celebrating with you– CONGRATULATIONS on your engagement! This is such an exciting chapter, filled with love, anticipation, and countless memories in the making. Take time to enjoy the moments leading up to “I do,” because they are just as special as the day itself.

At The Armory, we take pride in walking alongside you through this journey. We know there are endless decisions to make in the wedding planning process, and choosing the right venue is often one of the most important. That’s why we’re so grateful to every couple who places their trust in us to create a meaningful and unforgettable experience for them and their guests.

*Lauren X*



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# Guide Highlights

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## CEREMONY & RECEPTION SPACES

*Pricing starts at \$2,000*

Our outdoor garden ceremony space and unique reception drill floor are easily adjusted to fit your wedding vision. The rental fee for the ceremony and reception spaces start at \$2,000 and \$2,500. Page 06.

## DECOR AND DETAILS

*Optional add-ons*

While we do supply standard tables, linens and chairs at no charge, specialty rentals and decor can be added as needed or included in a specialty package. Let us take care of those details for you. Page 08.

## BOOZE + BEVERAGES

We are currently in the process of applying for our liquor license. At this time, all events booked are BYOB. If we are successful in acquiring a liquor license before your event date, your alcohol would be purchased through The Armory and paid for at cost.

## FOOD + CATERING

All caterers must be licensed and insured. There are no restrictions for what caterer you choose; however, we must be provided with their contact information no later than 3 months prior to your event date.

# Planning Overview

1

## BOOK YOUR DATE

A non-refundable payment equal to 25% of your total booking is required at the time of reservation. This amount will be applied toward your final balance and is not an additional fee.

2

## LOG INTO AISLE PLANNER

Log in to your Aisle Planner portal to start managing your event checklist and timeline. You can also organize your floor plan and track your guest list from the portal.

3

## 2ND PAYMENT

A second payment of 50% of your total booking is due no later than six months prior to your event date.

4

## PLANING MEETING #1

Between 4–6 months before your wedding, we will schedule your planning meeting. During this meeting, we'll begin creating your event timeline, room layout, and decor preferences.

5

## FINAL MEETING + PAYMENT

Your final meeting will be held no later than two weeks before your wedding. At this time, all event details will be finalized. Your final payment and guest count will also be due at this time.

6

## TIME TO CELEBRATE!

All your planning is done, payments are complete, and now it's time to relax, enjoy your guests, and make memories that will last a lifetime.

# Payments + Policies

## PAYMENTS

Payments can be made by cash, certified or cashier's check, personal check, or debit/credit card. We accept Visa, MasterCard, Discover, and American Express. Please note that a 3.5% processing fee applies to all card transactions.

## SERVICE CHARGE

An 18% service charge will be applied to the total cost. This fee covers the following services:

- Guidance from our event coordinator, including assistance with your timeline and room layout
- Two professional bartenders
- Complete setup and teardown of your ceremony and reception (including chairs, tables, linens, and in-house décor)
- Access to Aisle Planner to manage your timeline, wedding website, floor plan, and guest list.

## SALES TAX

All prices are subject to a 7.25% sales tax.

## DECORATIONS

Candles are permitted only if placed in a glass container or holder; open flames are not allowed. Clients who bring their own candles must also supply the proper votive holders. To protect the venue, adhesives and fasteners such as tape, wires, nails, staples, command strips, and wall tacks may not be used. Confetti and glitter are strictly prohibited. For outdoor use, only real flower petals are allowed to ensure eco-friendliness. If you're unsure about any decorations, please request approval in advance.

## CATERING POLICY

You are required to hire your own caterer. All caterers must be licensed and insured. The Armory of St Marys must be provided with the contact information for your caterer no later than 3 months prior to your event.

# Packages + Pricing

All rentals include: round or rectangular tables and wood cross back chairs for up to 300 guests, onsite parking, fully furnished groomsmen and bridal suites, complimentary wifi, and pre-scheduled access for engagement photos.

## Bronze

\$ 2 , 5 0 0

RECEPTION ONLY

WHITE LINENS

STANDARD NAPKINS

9AM- 11PM

## Gold

\$ 7 , 0 0 0

GARDEN CEREMONY + RECEPTION

4 HOUR M-TH BRIDAL SHOWER

PREMIUM NAPKIN COLORS

DRILL FLOOR UP-LIGHTS

BUBBLY PLANNING MEETINGS

EXTRA WEDDING CONSULT

CHAMPAGNE & HOURDERVES IN BRIDAL + GROOM SUITE

SILK FLORAL ARRANGEMENTS + ARCH

EXTENDED RENTAL -8AM - 12AM

## Silver

\$ 5 , 0 0 0

GARDEN CEREMONY + RECEPTION

BLACK, WHITE, VANILLA LINENS

FLAMELESS CANDLES + VASES

BLACK OR GOLD CENTERPIECE RISERS

GOLD OR SILVER PLATE CHARGERS

9AM - 11PM

## Platinum

\$ 9 , 5 0 0

GARDEN CEREMONY + RECEPTION

ENGAGEMENT PHOTOS 1HR

WEDDING PHOTOS 6HR

EXTRA BARTENDER

USE OF SPACE FOR REHEARSAL DINNER

YARD GAMES

CUSTOM NEON SIGN

EXTENDED RENTAL - 8AM - 12AM

*All specialty packages build on each other—each tier includes the amenities of the one before it.*

*Use of the Garden Ceremony Space can be removed from any package for -\$2,000*

# WEDDING DAY TIMELINE

A comprehensive timeline will be created during your planning sessions and added to Aisle Planner.



## SPACE ACCESS + SETUP

Event space access begins between 8–9 am, depending on your package. At this time, you may decorate your ceremony and reception spaces with personal touches.



## PHOTOS/SNEAK PEEK

Time for bridal party and individual portraits, and for the couple to have a private “sneak peek” before the ceremony if desired.



## PROCESSIONS + CEREMONY

Ceremonies are generally scheduled for a 30-minute duration. Guests are recommended to arrive 30 minutes before.



## COCKTAIL HOUR

During cocktail hour, guests enjoy drinks and mingling while family photos are taken. This is also a perfect time for the bride and groom to capture their couple portraits, and your six-hour bar service begins at this time.



## GRAND ENTRANCE + DINNER

After photos, you will join your guests for speeches and dinner



## BAR CLOSE - EVENT END

The bar will wrap up 30 minutes before the event ends, and we ask that all personal items be collected within an hour after the celebration.

# AMENITIES & RENTALS

For liability reasons, all tent and chair rentals must be ordered through The Armory.

FLORALS		DECOR	
Centerpiece/Aisle	\$60 each	Plastic Chargers	\$1.5 each
Boutonnieres	\$15 each	*Column Vase	\$3 each
Bridesmaid Bouquets	\$60 each	*Tapered Vase	\$3 each
Floral Arch	\$350	*Tapered Candle Stand	\$3.5 each
Silk Bridal Bouquet	\$150-200	Real Candles	\$0.5 each
SERVICES		Vintage Mini Vases	\$1.5 each
Extra Bar Tender	\$30/hr	Crystal Vase Centerpiece	\$30 each
		Pillar Centerpiece Riser	\$15 each
		Crystal Candle Chandelier	\$30 each
		Cheese Cloth Runners	\$3 each
		OTHER	
Day of Coordinator	\$500+	Lawn Games: Cornhole, Kubb, Ladder Golf	
Photography	\$2,500+		
Wedding Planner	\$40/hr		

*\*All column and tapered vases/stands come with flameless candles. Real flamed candles can be purchased at \$0.5 each.*

**Custom decorations are available and can be arranged for an additional, variable fee. For more details, please reach out to us at [events@thearmoryofstmarys.com](mailto:events@thearmoryofstmarys.com).**

# RENTAL CATALOG



CHANDELER VASE



COLUMN VASE

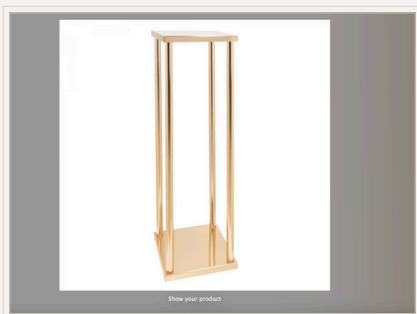


TAPERED VASE



TAPERED STAND

*Black/Gold*



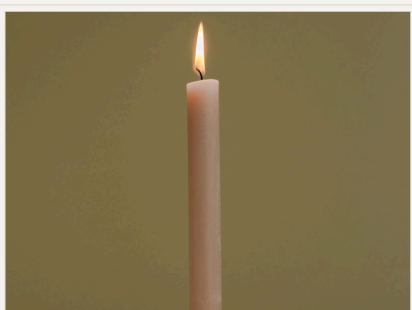
CENTER RISER

*Gold/Black/White*



VINTAGE VASES

*Amber/Clear/Black/Pink/Blue*



TAPERED CANDLE

*Flameless/Flame*



FLOATING

*Flameless/Flame*



CENTERPIECE VASE



BEADED CHARGER

*Blue/Black/Amber/Pink/Gold*



ELEGANT CHARGER

*Cream/Green*



VINTAGE GOLD  
CHARGER

# OUR FLORALS

All in-house floral arrangements are included with our exclusive Gold and Platinum packages, or may be selected à la carte. We provide elegant centerpieces, aisle arrangements, boutonnieres, bridesmaid bouquets, and a signature statement arch designed to complement your celebration. Bridal bouquets are available upon request or may be custom-crafted in collaboration with one of our trusted floral partners to ensure a perfect match.



## CLASIC NOIR

A timeless arrangement of elegant whites, accented with subtle black and lush



## BLUSH BLOOM

Soft pinks and delicate whites come together in a romantic, feminine floral palette.



## SERENE MEADOW

A calming mix of blues, greens, and whites inspired by tranquil natural landscapes.



## BLOOM & WILD

A lively celebration of color featuring a vibrant assortment of seasonal garden blooms.



## GOLDEN HAZE

Warm amber tones blended with soft pastels to create the perfect cozy, autumn-inspired arrangement.

# Ceremony

## OUTDOOR GARDEN

Nestled within a lush, evergreen landscape, our outdoor garden ceremony space offers a timeless setting with a modern touch. Surrounded by flowering bushes such as rhododendrons, azaleas, and hydrangeas, the garden bursts into color from spring through early fall, creating a naturally vibrant atmosphere. Even in the winter months, the predominance of evergreens ensures the space remains rich and verdant year-round. At the heart of the ceremony site stands a striking gable backdrop, crafted from natural wood, blending contemporary design with organic warmth—an ideal focal point for your vows.



# Reception

## INDUSTRIAL DRILL FLOOR

Once used as a drill practice floor for the Army National Guard, this industrial-meets-modern reception space has been thoughtfully transformed into a stunning venue. With warm maple wood floors and exposed brick walls, the space exudes a unique character that combines rustic charm with contemporary elegance. Accommodating up to 300 seated guests, it features a spacious bar and ample outlets to support caterers, DJs, and lighting needs effortlessly. The former Commander's Suite, now a stylish groomsmen suite, overlooks the drill floor, providing a striking bird's-eye view for unforgettable photos and the perfect focal point for your photographer.

# Bridal Suite

Our industrial-modern bridal suite boasts partially exposed brick, refinished maple floors, and vaulted ceilings with striking black beams, creating a chic and spacious atmosphere.

The space features four hair and makeup stations for you and your party, along with a mini fridge and coffee bar for refreshments. An en suite bathroom adds extra comfort and convenience.

For additional room, the guest seating area can be blocked off prior to guest arrival, giving you even more space to relax and prepare for your big day.



# Grooms Suite

We offer two groomsmen suites for your comfort and convenience.

Suite 1: located in the former Commander's Quarters, overlooks the drill floor and is included in all packages.

Suite 2 (see right): located on the lower level, is available for an upgrade of \$150 (note: it is unavailable from September to November). Suite 2 is larger, featuring a foosball and pool table, and doubles as a teen center. All bookings for Suite 2 help fund improvements and excursions for the teens. Both suites offer ample seating, dressing space, and an en suite bathroom for a relaxed pre-wedding experience.



# Guest Lounge

Our industrial-modern guest lounge offers a stylish and comfortable space for your guests to relax. Featuring newly refinished maple floors, vaulted ceilings with black beams, striking arched windows, and partially exposed brick, the lounge combines chic design with warm ambiance.

Leather sofas and armchairs provide ample seating, while a designated area allows guests to hang coats and belongings.

A gift table is also provided for cards and wedding gifts, adding convenience to the space.



# A Little History

Established around 1925, the St. Marys Armory served as a pivotal facility for the Ohio Army National Guard for nearly a century. Beginning with Company I, 11th Infantry Regiment (Nieberg Guards) in 1877, the armory hosted various units over the years. Notably, Company K, 2nd Infantry Regiment was deployed to France during World War I as part of the 37th Infantry Division.

In World War II, elements stationed at the armory, including Company K and HQ Company of the 148th Infantry Regiment, fought in the Pacific theater, with soldiers participating in campaigns across the Northern Solomon Islands, Luzon, and the Philippines. The Armory's military role concluded in 2020 when the National Guard relocated to Lima, citing the building's age and maintenance challenges.

To commemorate the armory's military significance, a National Guard Memorial was established in Memorial Park, St. Marys. The monument replicates the Armory's façade and honors the various units that served there over 143 years. It includes bronze plaques listing deployed units and the names of soldiers from St. Marys who were killed in action during World Wars I and II, ensuring their sacrifices are remembered.

The building remained vacant for nearly five years until a local family purchased The Armory in July of 2024 and began transforming the facility into what it is today. As part of its revitalization, The St. Marys Community Armory, a nonprofit organization, now operates out of the building, offering programs and services to local veterans and youth. Events booked at the venue directly support this mission, helping fund meaningful initiatives that give back to the community.



# CONTACT US

## EMAIL

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