

THE ARMORY OF ST MARYS

# PRIVATE EVENTS



Welcome to the  
*VENUE GUIDE*

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

# CONTENTS

**03.** WELCOME!

**04.** Pricing at a Glance

**05.** Event Guidelines

**06.** Rental Pricing

**07.** Amenities and Rentals

**08.** Rental Catalog

**09.** Florals

**10.** Main Hall + Guest Lounge

**11.** Bar and Bathrooms

**12.** History of The Armory of St Marys

**13.** Contact Us

# WELCOME!



Before you dive into this guide, we'd like to warmly thank you for considering The Armory for your upcoming event. Whether you're planning a milestone celebration, company retreat, product launch, or holiday gathering, your event deserves to be memorable, meaningful, and beautifully executed.

At The Armory, we take pride in guiding you through every step of the planning process. With so many decisions to make, choosing the right venue is one of the most important—and we're truly grateful to those who trust us with their special moments.

Every event booked at The Armory also supports The St. Marys Community Armory, a 501(c)(3) nonprofit serving local veterans and youth. Your celebration helps fund meaningful programs that strengthen our community. Let's create something unforgettable—together.

Lauren X



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# AT A GLANCE

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***IMPORTANT: Private events are only booked 6 months out to allow for us to prioritize weddings. Exceptions can be made for **Gold and Platinum Packages.*****

## RENTAL SPACES

*Prices start at \$600*

Our drill floor accommodates 300 seated guests and is perfect for private events. Rental rates start at \$600 for a 5-hour time block and include access to the building's first floor as well as tables and chairs. Please note that setup and teardown, cleaning, and decorations are not included in the base price.

## DECOR AND DETAILS

*Optional add-ons*

While we do supply standard tables 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

the Armory does NOT offer in house catering services. There are no restrictions for what caterer you choose.

# EVENT GUIDELINES

## PAYMENTS

A payment equal to 50% of your booking total is required to secure your private event. The remaining balance is due no later than two weeks prior to your scheduled event. We accept cash, certified or cashier's checks, personal checks, debit cards, and credit cards. Visa, Mastercard, Discover, and American Express are all accepted. A 3.5% processing fee applies to all card transactions.

## INSURANCE

For the safety of all guests and the protection of the venue, event insurance is required for all private events at The Armory, with a minimum \$1 million policy for the event date. Liquor liability coverage is required for any event with alcohol. Coverage can often be added as an umbrella policy to your home insurance or purchased separately. The Armory must be listed as a co-insured, and proof of insurance is due two weeks prior to your event.

## 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 responsible for hiring your own caterer and adhering to Ohio State food laws.

# RENTAL PRICING

All rentals include: round or rectangular tables and wood cross back chairs for up to 300 guests, onsite parking, and complimentary wifi.

## Bronze

\$ 600

5HR RENTAL 10AM-9PM

## Gold

\$ 2,000

5HR RENTAL 10AM-9PM

FLOOR LENGTH LINENS + PREMIUM NAPKINS

SMALL SILK FLORAL CENTERPIECES

COLUMN VASES + LED FLOATING CANDLES

PHOTO BOOTH BACKDROP

## Silver

\$ 1,500

5HR RENTAL 10AM-9PM

KNEE-LENGTH TABLE CLOTH

STANDARD NAPKIN COLORS

SET UP AND TEAR DOWN

## Platinum

\$ 2,500

5HR RENTAL 10AM-9PM

FLOOR LENGTH TABLE LINENS

LARGE SILK FLORAL CENTERPIECES

ALL IN HOUSE DECORATIONS

LAWN GAMES

BARTENDER (3 HRS)

TRASH SERVICES

ALL SPECIALTY PACKAGES BUILD ON EACH OTHER—EACH TIER INCLUDES THE AMENITIES OF THE ONE BEFORE IT.

**For private events, any unused tables/chairs are stored seamlessly behind black dividers to the left of the bar.**

# PRIVE EVENT

# AMENITIES & RENTALS

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

FLORALS	DECOR
Centerpiece/Aisle	\$60 each
Floral Arch	\$350
Floral Backdrop	\$250
SERVICES	
Set Up/Tear Down Services	\$250
Trash Services (last 4hrs)	\$100
Cleaning	\$200
Bar Tender	\$30/hr
Extra Hour	\$100/hr
OTHER	
Lawn Games: Cornhole, Kubb, Ladder Golf	\$150

*\*All column and tapered vases/stands come with flameless candles. Real flamed candles can be purchased at \$0.5 each. A \$15 cleaning fee will be added to Crystal Candle Chandelier rentals if real candles are used.*

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



CHANDELIER VASE



COLUMN VASE



TAPERED VASE



TAPERED STAND

Black/Gold



CENTER RISER

Gold/Black/White



VINTAGE VASES

Amber/Clear/Black/Pink/Blue



GRAD LETTERS



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.



VELVET HARVEST

A moody, romantic fall palette of deep burgundies, velvety dahlias, roses, hollyhocks, and layered autumn foliage.

# 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 gifts, adding convenience to the space.



# Main Hall

## 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.

# Restrooms

The Armory offers beautifully finished men's and women's restrooms designed for both comfort and convenience.

The women's restroom features three spacious stalls, including a handicap-accessible stall, a large arched window, and a double vanity.

The men's restroom includes two custom wood stalls—one handicap accessible—along with a urinal, a double vanity, and a semi-exposed brick wall that adds a rustic, industrial touch. Together, both spaces reflect the historic character of the venue while providing modern functionality for your guests.



# Bar

The Armory's one-of-a-kind bar is a true statement piece, blending industrial charm with historic character. A custom concrete bar with a reclaimed corrugated metal front sets the tone, while the liquor cabinet built into the drill floor's original radiator—which once heated the space in the early 1900s—adds an unforgettable conversation-starting detail. The customizable chalkboard door allows you to add a personal touch for your event. Behind the bar, you'll find a refrigerated beer cooler, sink, and microwave, with portable insulated coolers also available.

Bartenders can be added to any package for an additional fee.



# 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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## WEBSITE

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