



# FACILITY RENTAL

## *Wedding Events*



Rental Day	Guest Count	Venue Rental	Access Time	Event Time
Monday-Thursday	50 minimum	\$2,250	3pm - 11pm	4 hours
Friday	100 minimum	\$3,750	3pm - 1am	6 hours
Saturday	150 minimum	\$4,750	1pm - 1am	6 hours
Sunday	75 minimum	\$3,000	3pm - 11pm	4 hours

*\*Total event cost is subject to 8.25% sales tax and 20% service charge.*

## INCLUDED AMENITIES

- Exclusive use of the entire facility during your access hours
- 60" round tables & 6' rectangle tables
- 400 oval back ballroom chairs & 220 white garden chairs
- Complete setup and cleanup of tables & chairs
- Cake cutting service
- China, silverware, glassware, and black or white linen napkins
- 1 catering tasting appointment
- Use of the grand lobby piano
- 3 large display easels
- 30 minute use of the 2 ballroom ceiling mounted projectors
- One bottle of champagne for the bride & groom during toasts
- Ample guest parking
- Scheduled 1 hour ceremony rehearsal time prior to your wedding day
- Scheduled 2 hour portrait time prior to your wedding day
- Unlimited venue visits for planning meetings
- Venue coordinator

# FREQUENTLY ASKED QUESTIONS

## WHAT IS DUE AT BOOKING?

*To reserve your date, a \$1,000 booking deposit is due along with your signed rental agreement. Assuming no damages to the building, the \$1,000 booking deposit will be refunded to you after the event is over.*

## WHAT'S THE DIFFERENCE BETWEEN ACCESS TIME AND EVENT TIME?

*Access time is the time that you, your vendors, and guests have access to the building. Event time is the maximum number of hours that are included in your rental for your actual event. Event time is defined as the start of your ceremony to the end of your reception*

## DOES THE ACCESS TIME INCLUDE CLEANUP?

*Yes, we include 1 hour at the conclusion of your reception for you and your vendors to teardown. Doors to the facility will be locked at 1am on Friday/Saturday events and 11pm on Sunday-Thursday events.*

## HOW MUCH IS CATERING & BAR?

*Catering starts at \$28 per person. The price varies depending on the menu selected and the type of meal service provided.*

*Hosted, pre-paid, and cash bar options are all available.*

*Waitstaff, bartenders, and security officers are also necessary for every event.*

*Please see our catering and bar menus for further details.*

## WHAT ABOUT OTHER VENDORS?

*While all catering and bar services must be done in-house, we do have an open vendor policy for all other vendor categories. Please see our preferred vendor list for excellent recommendations. Hiring a professional wedding planner or day-of coordinator for your wedding is strongly encouraged.*