

# Frequently Asked Questions

## Do you allow outside catering?

Yes, we are only the rental facility. We will provide you with up to 100 chairs for a ceremony in the court yard and tables and chairs for up to 180 guests in the ballroom. You will be responsible for contracting and bringing in all other vendors.

## Are we allowed to bring in our own alcohol?

Yes, we require all renters to purchase event insurance through us for \$150. We will obtain the insurance for you and all we will need from you is a signature. This insurance will cover your liquor and liability.

## What kind of equipment is in the kitchen?

Our facility has a small galley style kitchen with a standard size refrigerator/ freezer, double sink (no garbage disposal), microwave, counter space, and roll up window into the lobby.

## Do you have an ice machine?

No, we do not have an ice machine. We suggest bringing in coolers with ice, hiring a bar service or caterer to provide ice, or renting a freeze with ice.

## Can we have a rehearsal?

Yes, you are welcome to use the courtyard space free of charge for a rehearsal before your wedding. We just ask that all renters be respectful of all other renters' time. We will help coordinate with all of the weekend events. For example if you are having a Sunday wedding and we have an event starting at 4p on Saturday we ask that you have your rehearsal ending before 3p. This way we do not have any conflict.

## Are candles allowed inside?

No, there are no candles allowed inside the facility.

## Do you provide garbage cans and liners?

Yes, we will provide the garbage cans and liners. Please do not put any food into a garbage can without a liner. Renters are responsible for taking out the trash out to the dumpster which is located in the parking lot behind the white fence. Usually the event caterers will take care of this for you. Just don't forget to remind them.

## What time can we access the facility?

All of your rental time must be paid for. If you have purchase 8 hours of rental time you will only be allowed access to the building for 8 hours. All events must be cleaned up and out of the building by 12a because of this most events end around 10:30-11p to allow for time to clean up. For an 8 hour rental ending at 12a you would be allowed access to the building at 4p.

## What size tables and chairs do you provide? (Linens are NOT provided.)

20- 60" round tables (comfortably fits 8 chairs, but can push it to 10)

12- 6' rectangular tables (used for sign in, gifts, buffet, head table, etc)

3- 48" round tables (cake, sweetheart table)

180 brown padded folding chairs in the ballroom (If renting chair covers be sure to get folding chairs covers NOT banquet chairs)

100 white folding chairs for a ceremony in the courtyard (These chairs have medal frames with plastic seats)

## What happens if it rains?

If it happens to rain or it looks like it is going to rain for your ceremony, we suggest moving your ceremony into the ballroom upstairs. You would have your guests sit at their tables and move any ceremony décor inside.