Frequently Asked...

#### What is the next step after my tour?

Secure your date by requesting a contract from our Director. This will lock your date so no one else can book it.

## How many people does the ballroom hold?

Our ballroom holds up to 250 guests for a seated dining event and up to 350 guests for a cocktail reception.

#### Can I use my own florist or designer?

Upon signing your contract, we provide you with a list of recommended vendors that we have worked with and trust. You are welcome to work with any vendor you wish, whether they are on our list or not.

#### Can I use my own caterer?

We allow use of select outside caterers for ethic and religious purposes only. Outside catering packages and venue rental fees apply.

### Can I have a tasting before my event?

Packaged dining and/or bar events receive a complimentary tasting prior to the event.

#### What if myself or my guests have a food allergy?

We are happy to accommodate any allergies, as long as we are aware of them prior.

### Is there a noise concern with apartments above the ballroom?

There is a great cushion of space above the ballroom ceiling. No worries!

# Is there a dressing room?

We have two dressing rooms available.

## After I give my final count, can I add additional guests?

We are always happy to accommodate additional guests! As soon as you know, please let us know so we can prepare the kitchen and the space as needed. An increase of 3% can be accepted up until <u>48</u> hours prior to your event.

# How will I be billed for my event?

Two deposits are required: One <u>upon signing</u> your event contract (non-refundable) and then another 60 days prior to your event. Payment in full is due 7 days prior to your event.

## Who will be there on the day/night of my event?

We have a full team in place. Our Executive Chef, Director of Catering, and Banquet Manager will be present for your event.

### Where do my guests park?

We have metered and complimentary street parking and a 600 space paid parking garage one block away. Valet services are available for an additional fee.