

## Frequently Asked Questions

**How do I reserve an event space?** Preliminary contact and event information is taken at the time of booking to create a reservation in our system. We require a signed contract two weeks after booking. The first deposit is due 30 days after booking; a second deposit for weddings is due 60 days prior to the event. All wedding deposits are non-refundable upon receipt.

**Is wedding rehearsal time included with my booking?** It is not. You are more than welcome to check in with your Sales Coordinator the week prior to your event to see if the space is available for rehearsal; however, there is no guarantee of availability.

**What is a food and beverage minimum?** All of our private event spaces are rented per food and beverage minimums. As long as the minimum is met in hosted, catered food and beverage served in the event space throughout the event, there is no room fee. If the minimum is not met, the difference would be owed as a room rental fee. Please note, only hosted food and beverages apply toward the minimum. Cash bar sales do not apply. Additional fees such as the 21% service charge, rental items, corkage fees etc. do not apply towards meeting the minimum.

**Does the service charge apply toward the minimum?** No. Only hosted, catered food and beverage served in the event space during the event applies toward the minimum. The service charge is assessed on corkage fees for any wine brought in. Service charge is guaranteed 3 months prior to the event.

**What is included in the rental of the event space?** We provide a full catering staff including bartenders, event set up and break down, basic linens, plates, glassware and flatware, indoor tables and chairs (please note – items needing to be rented will incur additional charges).

**What is your deposit policy?** For corporate and social events, we require 50% of the food and beverage minimum 30 days after booking. The deposit is non-refundable 30 days prior to the event for corporate and social events, and 60 days prior to the event for holiday parties. Weddings require 25% of the food and beverage minimum 30 days after booking with the remaining 75% due 60 days prior to the event date. All wedding deposits are non-refundable upon receipt.

**What are your accepted forms of payment?** We accept all major credit cards, debit cards, cash, and business checks. First deposits can be made with personal checks, though we do not accept personal checks for final payment. Returned checks are subject to a fee.

**When is my final payment due?** For all events, weddings, corporate and social, final payment for all outstanding charges is due upon the conclusion of the event. We do not accept personal checks.

**Can I bring in my own caterer / outside food?** No. McMenamins will provide the catering for all event spaces. You are welcome to bring in a traditional tiered wedding cake / cupcakes / pies / etc. as long as it is from a licensed and health inspected bakery. Further exceptions regarding desserts may apply depending on the property where you are holding your event. Please speak with your Sales Coordinator for further information.

**What is parking like?** Parking is located two blocks north of us on the corner of 5<sup>th</sup> Street and Evans Street. It is a free, city monitored, two story structure. We do have three 10 minute loading zones outside the hotel entrance on Evans Street for your convenience.

**Can you accommodate specialty menus, food allergies and dietary restrictions?** Yes! We are happy to work with you to create the best menu for your special event. We have experience with all sorts of requests from vegetarians, vegans, those with nut allergies, gluten free meals, as well as traditional dishes and recipes from many different cultures. Please speak to your Sales Coordinator for further details.

**Can I bring in outside wine?** Yes! While our own Edgefield Winery makes a large variety of wine, we understand at times extra special events require an extra special bottle of wine or champagne. We charge a corkage fee per 750ml bottle that is opened during your event. The corkage fee does not apply toward the food and beverage minimum for your event space. The service charge is assessed on corkage fees for any wine brought in. The corkage fee is guaranteed 3 months prior to the event.

**Can I purchase a keg of beer for my event?** We do not sell beer by the keg for events held onsite at a McMenamins property. We do, however, sell kegs to-go from many of our breweries for events taking place elsewhere.

**What is the pricing for beer and wine? I don't see it in the catering menus.** Each property will match the current pricing offered in its restaurants and bars in the catering spaces. Current beverage pricing can be found online on each property's restaurant, pub and/or small bars menus.

**Is my Sales Coordinator at McMenamins the same as a Wedding Coordinator?** Not exactly. Your Sales Coordinator will help with all McMenamins related aspects of your event such as booking your event space and guest rooms, menu planning, set up, timelines and so on. Your Sales Coordinator can also assist you by referring other preferred event resources such as florists, bakers, event rental companies, entertainment and more. If you are looking for a coordinator to help you with decorating, dressing and so on during your special day, we would be happy to refer you to a private wedding coordinator.

**Do you offer menu tastings?** We do not. Food prepared in an individual serving for a tasting is not prepared the same way as a menu item prepared for a large group of guests. Therefore it would be a misrepresentation of what you will see and taste at your event. We can, however, give you recommendations based on our experience, and describe the preparation, flavor, texture and ingredients.

**Are DJ's, bands and other forms of entertainment allowed?** This varies depending on the event space. Please speak to your Sales Coordinator regarding the appropriate entertainment options for your event.

**Are children allowed in the event spaces if we will have a bar in the room?** Yes. If there are pool tables in your event space, children cannot be allowed near them, but can be in other designated areas of the event space.

**Are animals allowed?** Yes! We are happy to say pets are now allowed on many of our properties. Please speak to your Sales Coordinator regarding which properties allow pets, and where they are allowed on property.

**Do you allow sky lanterns, tiki torches and sparklers?** We do not. Open flames are not permitted onsite, other than candles set on the table surfaces in a holder of sorts. Ask Sales Coordinator for further details.

**How long can my event run?** Your event may run for maximum of 5 hours. For Weddings, the reception begins/bar opens as soon as the ceremony is over and may run for the maximum of 5 hours. At the end of the fifth hour (or if you opt to end your event/reception sooner, whichever comes first) the reception ends/the bar closes. You then have one hour to vacate the space. Please speak with your Sales Coordinator regarding end times and vacate times. Additional time may not be purchased to prolong the reception/bar or the vacate time.