

Minnetrista Event Venue FAQ's

Do you require a deposit?

Two types of deposits are required:

- Non-refundable 50% reservation deposit required upon booking
- Refundable \$250 security deposit due 30 days before your event

Do you require security?

Yes, if your event meets any of the following criteria:

- Any event with 40 or more guests that extends beyond normal business hours will require security as deemed necessary by Minnetrista.
- Events using Delaware County Fairgrounds for parking will require a crossing guard for the duration of the event.
- Any event serving alcoholic beverages will require security for the duration of the event.

Do you require event insurance?

Yes, we require a certificate of general liability insurance for all events. Proof must be provided to your coordinator by the date listed in your contract. The cost depends on individual policies and is paid to your insurance company. Ask your coordinator for more information.

How long can we rent the space?

Your event may last up to 8 hours, including setup and teardown. All events must end by 11 p.m. If your event will last less than 4 hours, ask your coordinator to see if you qualify for our half-day rates.

What is included with the venue rental fee?

All venues include tables and chairs, which will be set up and torn down by Minnetrista staff. All other equipment, food and beverage, security, linen, audiovisual equipment, and taxes are an additional cost.

When can we set up our event?

All setup and teardown must be done on the day of your event. Please contact your coordinator to arrange your arrival time.

Are candles allowed?

Yes, but they must be in vases or holders with the wick no less than two inches from the top of the container. Taper candles are not permitted.

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Are there any decorations you do not allow?

The throwing of rice, confetti, artificial flower petals, birdseed and all other non-biodegradable items, as well as the release of balloons, is not permitted on Minnetrista grounds. Sparklers, fireworks and other incendiaries are strictly prohibited. Bubbles are permitted in outdoor venues only. You may not nail, tape, screw, or otherwise adhere anything to the floors or walls.

Do you require a contract or a deposit for catering?

In order to secure Minnetrista Catering, we require a contract and a 25% deposit on your food and beverage estimate. Once the contract has been signed, changes to the quantity and menu selections may be made until the finalization date listed in your contract.

Does Minnetrista Catering have a food and beverage minimum?

All buffets must have a minimum of 25 people. A la carte appetizers, desserts, and beverages must have a minimum of 50 people or a food and beverage total, before taxes and fees, of no less than \$100 during museum hours, Monday through Friday, or \$300 after museum hours and on weekends.

Can we bring our own food and beverages?

All food and beverages must be provided by Minnetrista Catering or one of our approved outside caterers. We do not permit homemade, store-bought, or carry-out food at any event. For a list of approved outside caterers, please contact your coordinator.

What are your policies on alcohol?

All alcohol must be provided by Minnetrista Catering or through an approved outside caterer or bartender. All served alcohol must remain in rented space only. Security is required for events serving alcohol. Minnetrista staff and security have the right to warn and remove any guests or clients breaking these policies.

Is parking available?

Yes, complimentary parking is available for all guests. Parking locations may include: the main parking lot, the Nature Area parking lot, the Orchard Shop parking lot, the L.L. Ball parking lot, or Delaware County Fairgrounds. You may not request specific parking lots, as availability varies upon your event date and guest count.

Are there restrooms available for outdoor events?

Yes, we have two unisex restrooms available in the Education Center in Oakhurst Gardens and two restrooms available near the Wishing Well Garden. Events on the North End may also use the restrooms inside our main building.

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Are other guests allowed in the gardens while we are having our event?

All outdoor spaces are open to the public from dawn until dusk. You will need to share the gardens and restrooms with all Minnetrista visitors.

What happens if it rains?

We advise that all outdoor events have a backup plan in case of rain. We do not include an indoor space as a rain backup plan free of charge. You may work with your coordinator to arrange a backup plan. We do not refund money for events cancelled due to inclement weather.

Do you collect taxes on any rental or catering fees?

Yes, you will be charged all applicable federal, state, and local taxes on venue rental fees, equipment and linen rental, and food and beverage purchases. Please inform your coordinator if you are tax-exempt.