

## FREQUENTLY ASKED QUESTIONS and OTHER IMPORTANT INFO

### How many people does your event space hold?

75 to 250 seated guests.

### How many people can the courtyard seat?

175, maximum. If you have a larger reception of 200-250, guests may have to stand.

### Do you set up chairs for the outside? What about after the ceremony?

We will set up and break down all outdoor seating for your ceremony. During cocktail time, we will set up 4 tall cocktail tables for your guests to utilize.

### What if it rains?

Traube, Weinhardt and Aries rental houses have tents and canopies. We suggest renting them at least 72 hours before your event if you think it might rain. Our contingency plan is to have the bride and groom get married on our indoor stage. A 30x30 foot canopy without walls rented from Traube tents, delivered and installed is \$1,099.00 as of 10.2016

**May we bring in our own caterer?** Unfortunately, no. We are an all-inclusive space and have a full kitchen and chef at our disposal. We would be happy to discuss budget and menu options with you.

### What prices do you offer children and minors?

For minors, we offer an \$11 soft drink bar options. For children 3 to 12, dinners are 1/2 price, and children under 3 eat free.

### What time can my vendors get into the space?

Florists, bakers, DJs/bands and photographers/videographers may all enter the building 4 hours previous to your event. We recommend that bakers and florists arrive closer to your event time as we do not have additional storage space in our refrigerator to hold these items.

### When can I drop off my decorations?

You may store your boxes of décor in our Green Room two days in advance of your event day.

### Who can decorate the room, and when can we come in?

Mad Art will:

Place finished, ready-to-go centerpieces, table numbers, and candles.

Light all candles.

Place one favor per place setting.

Place table runners and custom linens.

Set out card box, guest book, programs and photo props.

Set out picture frames and signage.  
Set out champagne glasses if needed.  
Rearrange planters in courtyard  
Hang paper lanterns.

Renter is responsible for:

Any centerpieces that have to be assembled or disassembled or taken out of packing or wrappings.  
Placing more than one favor per place setting. (menus, coasters, candies, glasses, etc.)

Tying chair bows/sashes

Placing Aisle runner

Arranging cake/pies/cupcakes

Alphabetizing and configuring seating arrangement cards

Hanging custom lights and drapery.

Any other custom arrangements that would otherwise require written or photographic instructions.

Renters and their non-vendor agents will be allowed in the space 1 hour prior to event time to place

decorations.

Mad Art regrets that we cannot assemble any unfinished decorations.

[What's included in the menu tasting?](#)

Whether you have chosen a sit-down or buffet style dinner, you will choose the proteins, sides, and salad 3 to 6 months prior to your event. After those decisions are made, a time will be scheduled for the chef to prepare 4 of those items for up to four people. If you would like a more comprehensive tasting, additional items may be added for \$15 each, and/or additional guests may be added for \$25 each. These charges will be added to your estimate.

[What is my head count goes up or down from the estimate?](#) You will pay the 50% balance taken from your estimate three months prior to your event date. At one month out, we will recalculate your final headcount and you will pay off the remaining balance then. However, after this payment date we can no longer provide refunds for reduced headcounts.

[How many people can be seated at each round table?](#)

8 to 10.

[I have many guests. What about our dance floor?](#)

Our dance floor is at its most optimal when there are between 15-18 round tables set up in the space. With all 25 round tables present, there will be room for approximately 40 guests on the dance floor.

[Where should I put my head table?](#)

You may seat your wedding party at a round table, or sit along one or both sides of a rectangular table that is placed in the middle or along the sides of the room.

### What color linens do you have?

We offer white and black. Colored linens may be rented for an additional fee. \$1.25/napkin and \$15/tablecloth small, \$20/large.

### May I rearrange the courtyard?

You may decorate and move the planters, but the wood pile for the fireplace cannot be moved.

### Round tables aren't my style. May I have all rectangular instead?

We have 25 round tables that are included in the rental fee. Additionally, we have twelve rectangular tables (both 6 and 8 feet long) that are usually reserved for gifts, seating arrangements and the head table. If you would like to seat your guests communally, rectangular tables may be rented for you for an additional fee.

### You're an art gallery and I'm an artist! May I hang my art on the walls?

Unfortunately, no. We have exhibition agreements with our artists to present their work for the allotted time. You may, however, bring a/n easels to display your work on the night of your event.

### What if I don't like the work that's in the gallery on the day of my event? Will you take it down?

Unfortunately, no. We have exhibition agreements with our artists to present their work for the allotted time. To that end, Mad Art tries to be cognizant of the types of events we host and plan our exhibitions accordingly.

### What other things should I consider?

Plan an itinerary of your big day. It doesn't have to be specific to the minute, but should include an outline for ceremony, cocktail, and dinner times, speeches, cake cutting, first dance, and any other details that the serving staff, DJs, or photographers may need to know.

Please include vendors attending your function in your final head count.

We do not have speakers in the courtyard. Ask your DJ to provide a mic and amplifier for your officiant.



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