



INFORMATION PACKET

PART I. Overview

Mad Art Gallery is housed in the former Third District Police Station, a wonderfully renovated example of 1930's Art Deco architecture in the historic Souard neighborhood. The gallery is award-winning, and without a doubt St. Louis' most spectacular venue for art exhibitions and unique events. Mad Art boasts sprawling terrazzo floors and marble hallways. The former squad car garage is now a stunning 3,800 square foot gallery space equipped with state of the art lighting. Everything that made it a working police station is still here for visitors to experience along with contemporary art exhibitions. The bronze sergeant's desk often serves as the bar for our events, and the jail cells are not only conversation pieces, but conversation places. No guest leaves Mad Art unimpressed!

Mad Art offers several unique advantages over more traditional venues while providing an outstanding level of service.

IN-HOUSE CATERING SERVICES

The great advantage to having Mad Art Gallery cater your event is that our food is always prepared hot and fresh the day of your event in our on-site kitchen by our award winning Chef, Ron Buechele. Unlike many outside caterers, we do not mass produce our meals. Our cuisine focuses on seasonal, local and organic products and purveyors for every menu. We make every meal specifically for your event. All of our ingredients are sourced locally, and dishes are always made to order. We strive to make our menus both unique and economical. We give our guests the control to design a menu that is guaranteed to impress. Mad Art is an inclusive environment that accommodates requests for vegetarian, vegan, kosher, halal, etc. menus.

4-hour rentals, Fri., Sat., and Sun.	Weekday rentals	Room Capacity
On season: \$2000.00	On Season: \$1500.00	Seated dinner: 220
Off Season: \$1500.00	Off Season: \$1200.00	Buffet dinner: 250
<ul style="list-style-type: none"> ● Additional rental time can be added in ½ hour increments for \$250.00 ● Standing only event: 500 <ul style="list-style-type: none"> • Our rental fee included tables and black padded folding chairs, security officer and event coordinator. • On Season includes: April, May, June, September, October, November • Off Season includes: January, February, March, July, August, December. • Holidays and the surrounding weekends rent for \$2500.00. New Year Eve, New Year's Day, Valentine's Day, Easter, Mother's Day, Memorial Day, Independence Day, Labor Day, Halloween, plus Thanksgiving and Christmas weekends. We are closed on Thanksgiving, Christmas Eve, and Christmas Day. 		

Not Included in the Rental fee:

- Food and beverage services
- Sales tax (11.68%)
- 20% service charge for labor will be calculated from the pre-tax event total. Labor includes: Banquet Captain, Executive Chef, Kitchen Assistants, wait staff, and venue coordination.
- Rentals and additional services

Part II. Mad Art Facility Rental Pricing

Deposit & Cancellation.

- An event will be reserved once a **\$1,000.00 non-refundable deposit**, credit card number, and signed Rental Agreement has been received. The deposit will be applied to your final balance.
- Remaining balances on all contracts and amendments are due no later than 30 days prior to the event. Absolutely no service is confirmed without a signed agreement and payment in full at that time. * Base price for event time is four hours. Additional hours may be purchased for \$500.00. Base bar time is 3.5 hours for a 4-hour rental.
- If your event is canceled after the signing of our Service Agreement, you forfeit your deposit and ½ of any other monies paid.
- Head counts, bar and catering selections, and any special orders MUST be finalized 30 days prior to an event.
- Unpaid invoices are subject to late charges on the remaining balance in the maximum allowed by state law.
- Additional fees may be applied to your credit card by Mad Art if an event exceeds the time it was scheduled and agreed for in the contract.
- Additional event time (\$500/hour) must be pre-approved within 48 hours of the event start time.
- Prices are subject to change until both parties approve the proposal in writing, deposit, credit card number, and required paperwork is received.

Part III. Catering

Buffet: \$40/guest.

Your choice of two proteins, three sides, and choice of salad or soup. Served with Companion bread.

Seated: \$55/guest.

Served with two proteins, two sides, and choice of salad or soup. Served with Companion bread.

Appetizers: from \$17/guest if served with dinner. Starting at \$23/person for an appetizer-only event. Your choice of four selections, served buffet-style. Add \$3/guest for butler-passed appetizers.

- Gluten-free, halal, kosher and vegan, etc. entrées can be offered. Individuals may be served separately.
- Dessert tables may be in addition to or instead of a cake you choose to bring in.
- Children 3 -12 will be calculated at ½ price. Children 3 and under eat free.
- Cutlery, plateware, glassware and linens (white or black) are included.

Menu tasting:

After booking, we will arrange a complementary menu tasting of four of your menu items for up to four people. Additional tasting items are \$15/each and additional guests are \$25/each and can be added to your invoice.

Part IV. Beverage Services

The following is an overview of the beverage services offered by Mad Art. One package must be chosen.

- Up to two bartenders are provided with our beverage packages. Additional fees will be applied if the event requires additional labor.
- Minors will be offered the soft drink option at \$11/guest. Non-drinking adults over the age of 21 may not select this option. If no alcohol is to be served during the event, this package will be required for all guests.

Taxes

All hosted bars are subject to an 11.68% sales tax.

Gratuities/Labor

If the cash bar option is selected, it is the policy of Mad Art to allow bar staff to accept tips. For hosted bars, clients are responsible for paying either a flat rate gratuity of \$200 per bar staff per 100 guests or allowing the presence of a tip jar at the bar.

Beer/Wine/Soda Satellite Bar: May be added for \$300 setup fee, and \$300 labor for up to 2 bartenders.

*Satellite bars may not be located outdoors if the temperature is predicted to be above 85 or below 45 degrees that day.

Cash Bar Option:

For a \$300.00 non-refundable setup fee, cash bars may only be hosted at Public Events. This option is not available with our reception packages. The cash bar maintains a \$750.00 minimum sale total. In the event that the bar does not reach its sales goal by the conclusion of the event, the remainder will be charged to the credit card on file.

BEVERAGE SERVICE OPTIONS

PACKAGE 1: BEER WINE AND SOFT DRINK BAR

\$18.00/guest \$5.25 per additional hour/person

Soft Drinks: Coke, Diet Coke & Sprite

Bottled Beer: Budweiser, Bud Light, Michelob Ultra, and Stag

Wine: Seasonal House Red and White

Self -Serve Coffee Station

PACKAGE 2: RAIL BAR

\$25.00/guest \$7.25 per additional hour/person

Soft Drinks: Coke, Diet Coke, Ginger Ale & Sprite

Bottled beer: Budweiser, Bud Light, Stag, Michelob Ultra

Liquors: Sobieski Vodka, Burnett's Gin, Montezuma Silver Tequila, Kentucky Tavern Bourbon, Cruzan Rum, Captain Morgan Spiced Rum, Triple Sec, Amaretto, all standard mixers and garnishes Amaretto, all standard mixers & garnishes

Wine: Seasonal House Red and White

PACKAGE 3: STANDARD BAR

\$30.00/guest \$8.50 per additional hour/person

Soft Drinks: Coke, Diet Coke, Ginger Ale & Sprite

Bottled beer: Budweiser, Bud Light, Stag, Michelob Ultra, Schlafly Pale Ale

Liquors: Tito's Vodka, Bombay Gin, Espolòn Silver Tequila, Jim Beam Bourbon, Jack Daniels Whiskey, Bacardi Rum, Captain Morgan Rum, Triple Sec, Amaretto, all standard mixers and garnishes

Wine: Seasonal House Red and White

Also Included: A Signature Cocktail made from rail selections OR champagne toast for head table, and a self-serve coffee station.

PACKAGE 4: PREMIUM BAR

\$40.00/guest \$11.50 per additional hour/person

Soft Drinks: Coke, Diet Coke, Ginger Ale, Sprite and Ginger Beer

Bottled beer: Budweiser, Bud Light, Bud Light, Stag, Schlafly Pale Ale and Seasonal in-house craft beer.

Liquors: Grey Goose Vodka, Tito's Vodka, Tanqueray Gin, Casamigos Blanco & Reposado Tequila, Dewar's White Label Scotch, Jack Daniels Whiskey, Jameson Whiskey, Crown Royal Canadian Whiskey, Maker's Mark Bourbon, Bacardi Silver Rum, Appleton Estate Rum, Captain Morgan Rum, Rotating Liquors, Triple Sec, DiSaronno Amaretto and all standard mixers and garnishes.

Wine: Seasonal House Red and White

Also included: Two Signature Cocktails made from premium bar selections, and a self serve coffee station.

*Both Wine and Seasonal Schlafly are subject to monthly distributor availability.

Part V. Rules and Restrictions

Please read the following rental restrictions carefully before engaging in a contract. Mad Art adheres strictly to the following:

Facility

- a. As a full-service venue, we implement a \$10,000.00 minimum, inclusive of rental, food and beverage service, tax and service fees in the high-season and \$8,000.00 in the off-season
- b. Base price for event time may occur between 6pm and midnight only. Vendors are allowed entry four hours prior to your event. Deliveries/ pickups must be approved by Mad Art.
- c. Our exterior Courtyard can hold 175 seated guests for a wedding ceremony.
- d. Guests may arrive 15 minutes before the start time of your event and stay no more than 15 minutes after event conclusion before additional fees will be assessed.
- e. Brides wishing to use the Green Room prior to their ceremony may enter with bridal party attendants only, no earlier than 1 hour prior to official start time.
- f. Mad Art's doors will be officially opened 15 minutes prior to Official Start Time. Renters and their guests may not unlock or wedge open Mad Art's front doors for early-arriving guests. Anyone caught doing so will be escorted out of the building until 15 minutes prior to official start time.
- g. Guests remaining 30 minutes past the conclusion of Renter's event will result in a charge of \$100 for every 15-minute increment they remain.
- h. Renters and their non-vendor agents will be allowed into the space 1 hour prior to the event to decorate. We advise sending enough help to outfit the room with the necessary décor in the 1 hour allotted if décor is not dropped off beforehand for staff to access.
- i. Venue Coordinator must have any changes to the table layout no later than 1 week prior to the event. Layouts will be generated by the event coordinator and be provided to Client/s at their request.
- j. Client/s or designated guests may be asked to indicate final room set-up approval 15 minutes prior to Event start time.
- k. The Banquet Captain may accompany Client/s through the venue at the conclusion of the Event. Both will give indication that the Gallery has been left in acceptable shape. If damage to walls or other rental items have occurred, a damage fee may be charged to the Client/s credit card on file. Damaged artworks must be paid for by Renter.
- L. Flame or tapered candles are NOT allowed during a special event; votive candles are acceptable.
- m. Rice, Confetti, Glitter, Silly String, birdseed and any other particulates are not permitted in the building.
- n. Public events and events involving ticket sales will require additional liability insurance by the organization. Mad Art must approve the scope of all public events in advance.
- o. We are sorry, but our glass garage doors do not lift up.
- p. * Events where ticket sales or admission fees are involved and/or the number of guests is not known in advance are considered public events.
- q. Client has 5 business days from the event date to inform Mad Art if they intend to rent a tent for the courtyard in case of inclement weather. Canopy will be rented from an outside vendor. We recommend Traube Tent.
- r. Children are the sole responsibility of the Client. Clients will be charged for any damages incurred by minors.
- s. Videotaping ticketed and/or public events requires the pre-approval of Mad Art.
- t. Mad Art is a non-smoking facility.
- u. Minimum set up distance of three feet from all artwork is required.

- v. Mad Art must approve the configuration of tables, chairs, easels, bars, coat checks and service areas in advance.
- w. Food, beverages, and other objects MUST NOT be placed on gallery items such as sculpture or display cases for artwork
- x. Monthly art exhibits may change without notice. No work may be taken down or replaced
- . Mad Art is not responsible for lost or stolen items. All non-rental items left at the end of the evening become property of Mad Art Gallery.
- z. Free, off-street parking is offered on a first-come, first serve basis. Occasionally, neighborhood events will cause the lot and residential streets to become congested. We recommend checking the Soulard Neighborhood event calendar the week of your rental to avoid delays.
- aa. You should contact Mad Art Gallery with a final headcount at least 30 days prior to your event. bb. Your deposit is not refundable but will be applied to your final balance.
- CC. We accept the following forms of payment: check, cashier's check, Visa, MasterCard & Discover.

Catering

MAD ART is the sole caterer for this venue, except for wedding cake/dessert vendors.

- a. Food will be calculated at the MO 11.68% tax rate.
- b. If alcohol is served at Mad Art, it must be accompanied by dinner or hors d'oeuvres.
- c. MAD ART will take care of the set-up, break down and servicing of the event. For buffet and seated dinners, 60" round tables, linens, napkins, silverware and china are included in the catering fee, with enough to accommodate the final head count. For cocktail-only receptions, up to 9 tall, skirted cocktail tables, china appetizer plates and paper napkins are included in the catering fee. Additional 60" are \$25 each if skirted-only, and \$45 each if dressed completely with tableware. Other items/substitutions may be brought in at the Renter's expense.
- d. At our maximum, Mad Art's Gallery interior holds 250 seated guests at 25 sixty-inch round tables for buffet service only. After removal of the buffet table, the dance floor will accommodate 20 people in this configuration. The dance floor will hold 10 additional persons for every 60-inch table subtracted from the maximum configuration.
- e. Clients who choose to exceed the suggested 250 persons seating capacity for a served (non-buffet) dinner may compromise the quality of their event at their own risk and may forfeit their cake table and dance floor.

Beverage Services

- a. All bar services are through Mad Art. Clients may not contract bar goods and/or services through other entities.
- b. All beverage service selections must be made at least 30 days prior to even and the balance for bar service paid at that time.
- c. Mad Art will enforce all city and state liquor laws. Current tax is set at 11.68%
- d. Bar service must end 30 minutes prior to the event's conclusion. No "Last Call" will be announced.**
- e. Client is responsible for all taxes, labor, service charges, and additional fees.
- f. No outside liquor may be brought to an event at Mad Art, either purchased or donated.
- g. Mad Art reserves the right to refuse alcoholic beverages to any individual that appears to be intoxicated.
- h. Under NO CIRCUMSTANCES is anyone allowed to leave Mad Art with alcoholic beverages.

Deliveries

- a. All deliveries must be coordinated through Mad Art. Bakers and florists may not arrive more than 4 hours prior to the event. As we have no refrigeration space to offer, please note that an open environment may affect the integrity of some products. Renter assumes risks if vendors drop off more than 4 hours prior to the event.
- b. Any other deliveries must be made during normal business hours (Tues-Sun, 11am-3pm). Otherwise Mad Art will require an additional service fee.
- c. Event setup and preparation will take place during normal business hours and no more than 4-hours prior to event time. Mad Art staff only must perform event set-up and break down. Renters will be allowed to retrieve decorations at the end of the event.

Music & Entertainment

- a. Mad Art will provide a talkback microphone and stand for stage-only use on request. Vendors must bring all other equipment.
- b. There is no dedicated speaker in the courtyard. A DJ service should be contracted to provide sound if necessary. We have no cables, etc. to lend out.
- c. Electrical, sound, entertainment and lighting requirements must be approved by Mad Art.
- d. Mad Art has the right to request the sound level of amplified music to be reduced.
- e. Music must end 5 minutes prior to the conclusion of the event..
- f. Clients are responsible for having their band or DJ contact Mad Art to acquire a list of performance guidelines. (See Part IV of this document.)
- g. Digital projections may be accommodated with the Renter's own equipment.

Most Importantly

- a. Failure to adhere to any of the above may result in cancellation of your event and forfeiture of your rental fees and deposits.
- b. Event Date and Estimate Pricing is confirmed only upon receipt of a \$1,000.00 non-refundable deposit and signed rental agreement.

Part VI. Performance Guidelines

Please read the following rental restrictions carefully before engaging in a contract. Mad Art adheres strictly to the following:

* Mad Art is an Art Gallery, not a club or a hall. We require bands and performers to regard the gallery and the artwork with respect. We strongly suggest that any band contracted to play at our venue send a representative to the gallery for a site visit (prior to your contract date) to discuss the event. At the very least, contact the gallery to confirm you are playing and discuss what is expected. Musicians or performers, who choose not to do so, run the risk of not being permitted to play for an event.

* Sound levels are not to exceed 95db in the "a" range, so we never run the risk of any event being hindered by an over-powered band. We're also trying to be considerate of our residential surroundings. * Do not lean any equipment against the walls, including floating walls and those displaying artwork. The "Organization/Client" will be billed for any marks left on the walls, floor, or otherwise. *Do not duct tape anything to anything. We have floor crossover ramps available. *Do not use our rugs for your drum kit (or for any other purpose).

*Do not prop open any doors while you are playing (the neighbors are not invited).

*We have folding wooden chairs (provided the guests aren't using all of them). We don't have stools; we don't usually have extra tables.

*Please do not smoke inside. (remember: sprinklers, alarms, & the artwork.)

MENU OPTIONS

The base menu price for our buffet is \$40 per person.
The base menu price for a sit-down dinner is \$55 per person
Appetizer-only events start at \$23 per person

Please choose from the options listed on the following pages, or our chef can work with you to build a menu.

Salad and Soup Options

* Guests' Favorite

Please note all of our dressings are made fresh in house. They contain no preservatives or additives.

House Italian "Hill" Style Chopped head lettuce, red onion, pimentos, Provel with creamy Italian dressing.

Caesar Romaine lettuce, shaved parmesan & house made croutons with Caesar dressing.

Strawberry Spinach Salad Spinach, curried almonds & fresh strawberries with strawberry balsamic vinaigrette dressing.

* Blueberry Spring Salad Mesclun lettuce mix, red onions, fresh blueberries, candied walnuts & shaved parmesan with blueberry vinaigrette dressing

Summer Salad Spinach Spring lettuce mix, roasted radishes, green onion & mint with lemon-basil vinaigrette dressing

Entre Options

*Please note all of our sauces are made fresh in house & are designed to pair with each individual meat/fish/poultry. *

Beef Options

*Chili Rubbed Oven-Roasted Beef Brisket with natural jus & house made sweet-smoky BBQ Sauce

Marinated Herb Rubbed Roast Beef with natural jus, horseradish crème fraiche & cranberry red wine reduction

Beef Tenderloin Au Poive with herb butter sauce & rosemary port reduction (Add \$5/person)

Pancetta Wrapped Beef Tenderloin with whipped horseradish crème & porcini red wine reduction (add \$5/person)

Pork Options

Rosemary Garlic Crusted Tuscan Pork Roast with Cardamom Balsamic Reduction

*Garlic Studded Pork Loin With Ancho Blackberry BBQ Sauce

Smoked Chile & Cumin Dusted Pork Roast with Pomegranate Chipotle Molasses

Chicken Options

Pan Seared Chicken Breast With Dijon White Wine Pan Sauce & Tomato Relish

Herb Roasted Chicken Breast With Lemon Herb Sauce & Mushroom Ragout

*Brie & Apple Stuffed Chicken Breast With Apple Cider Reduction

Goat Cheese Stuffed Chicken Breast With Red Bell Pepper, Onion with Red Pepper Coulis

Sweet & Sour Grilled Chicken With Lemon, Garlic and Brown Sugar

Fish Options

Mediterranean Baked Cod Citrus Marinated Served With Olives, Onions & Lemon Butter Broth

*Pan Seared Tilapia With Chili Lime Butter & Tomato Concasse

Pistachio Crusted Salmon With Fresh Basil & Basil Oil

Side Options

Potato Options

Garlic Rosemary Roasted Potatoes Red & White Potatoes With Fresh Rosemary, Extra Virgin Olive Oil & Kosher Salt

*Yukon Gold Garlic Mashed Potatoes Fresh Cream, Roasted Garlic & Garlic Oil

Sweet Potato Mash Nutmeg Butter & Maple drizzle

Vegetables Options

*Roasted Brussel Sprouts with pancetta and red wine reduction

Autumn Slaw With Apple & Cranberry Cider Dressing

Fresh Steamed Green Beans With Shallots & Tarragon Butter

Moroccan Carrots With Coriander & Cumin

Balsamic & Parmesan Roasted Cauliflower Lemon & Olive Oil

*Roasted Squash Trio Zucchini, Yellow & Butternut Squash Oven Roasted & Tossed With Coarse Sea Salt, Cracked Black Pepper & Extra Virgin Olive Oil

Grilled Asparagus With Roasted Red Pepper Cardamom Butter

Mediterranean Ratatouille Italian Eggplant, Zucchini, Yellow Squash, Red Pepper in Thyme Oil

Sweet Pepper Beans With Balsamic Roasted Red Peppers, Red Beans, Grape Tomatoes, Fresh Basil & Balsamic Drizzle

Pasta Options

Penne Pomodoro San Marzano Tomatoes, Fresh Basil & Olive Oil

*Cheese Filled Tortellini Basil Pesto Alfredo, House Made Basil Pesto & Cream Topped With Oven Roasted Tomato Relish

Conchiglie Arrabiata Spicy Southern Italian Tomato Sauce Finished With Fresh Herbs & Extra Virgin Olive Oil Drizzle

Bucatini Amatriciana San Marzano Tomatoes, Pancetta & Fresh Herbs Finished With Shaved Parmesan & Extra Virgin Olive Oil

Rice & Risotto

Spring Herb Rice Long Grain Rice, Fresh Snipped Herbs & Crimini Mushrooms

Basmati Rice Pilaf With Dried Orange & Currants

Mushroom Risotto Arborio, Crimini Mushroom, Chive Butter

Risotto Milanese Arborio, Saffron, White Wine

Herb Risotto with Fennel, Rosemary, Mint & Coriander

Other Grains

*Mediterranean Orzo Dill, Red Onion, Feta, Hot House Cucumber, Cherry Tomato & Extra Virgin Olive Oil

*Mediterranean

Cous Cous With Feta, Cherry Tomato, Green Onion, Basil & Lemon Juice

Autumn Cous Cous With Apples, Cranberries & Herbs Finished With Apple Cider Vinaigrette

Quinoa With Black Beans & Tomatoes Black Beans, Fresh Cilantro & Lime

Griddled Polenta Cakes Caramelized Onions, Goat Cheese & Wildflower Honey

Hors D'oeuvres

Buffet-style, per person

Custom appetizer buffet will be priced accordingly. Add \$3/person for passed appetizers.

Seasonal Fresh Crudit  with garlic hummus or Ranch

Seasonal Fresh Fruit served with vanilla cream cheese-yogurt dip

Smoked Skirt Steak Empanadas with herbed goat cheese

Pork Empanadas with lime-cilantro sour cream

Mini Louisiana Crab Cakes with remoulade sauce

Coconut Shrimp with sweet chili lime sauce

Shrimp Cocktail boiled shrimp displayed on ice

Arancini served with basil marinara

Vodka Latkes smoked salmon & sour cream sandwiched between 2 vodka latkes

Toasted Ravioli with marinara

Veggie Spring Rolls with sweet & sour dipping sauce

Italian Meatballs served with marinara

Caesar Teasers mini wonton cups filled with Caesar salad & topped with freshly grated parmesan cheese

Caprese Skewers basil, cherry tomatoes and mini mozzarella pearls

Bruschetta tomato and basil

Asian Potstickers with ginger-soy dipping sauce

Grilled Polenta with caramelized onion and goat cheese

Chicken Drumettes sweet & smoky BBQ sauce

Mini Quiche puff pastry with cheese and spinach

Italian Antipasto an array of Italian meats, cheeses, breads, and olives (add \$2/guest)

Selection of Petite Caf  Sandwiches Roasted turkey with apple chutney/ Maple ham with Gouda and caramelized onions/ Roast beef with rosemary mayonnaise & arugula (add \$2/guest)

Selection of Domestic Cheeses with crackers and flatbreads (add \$2/guest)

Hand Carved Striploin of Beef served with petite rolls, wasabi cream sauce, and classic b arnaise sauce (add \$3/guest)

Hors D'oeuvres Buffet

4 Selections..... \$17/person with dinner, \$23 apps-only event.

5 selections..... \$21/person with dinner. \$27 apps-only event.

6 Selections..... \$25/person with dinner. \$31 apps-only event.

Additional Services

Bar

Champagne toast...\$3.00/guest
Corkage fee per bottle over 12 ounces...\$9.00
Corkage fee per bottle up to 12 ounces...\$4.00

Colored Linens ...

other than house white or black

Tablecloths...\$15.00/small.....\$20.00/large
Napkins...\$1.25/guest

Fireplace Lit...\$100.00

Gallery

Deinstall Paper Globes from ceiling...\$100.00

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 option. For children 3 to 12, dinners are ½ 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 if my head count increases or decreases after 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 tables instead?

We have 25 round tables that are included in the rental fee. Additionally, we have twelve rectangular tables (both 6 and 8 ft 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 an easel 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 for 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.

