

# RECEPTION LOCATION QUESTIONS

Question	Pella Opera House	Venue #2	Venue #3
How many does the room seat?	250 max compacity		
Is the buffet in the same room or different?	Same space		
Catering kitchen included?	Yes		
Decoration restrictions	No loose glitter, candles need to be in votives or vases. No red dye in punch.		
Day before setup?	Yes! Our rental fee includes the day before.		
Tables, chairs and linens included?	All are already included in your rental cost.		
Is A/V included?	Yes, we have a built-in projector, screen, sound system and microphone.		
Dishes included?	Yes, you are in charge of setting them up. Caterer oversees washing them.		
Round table and long tables?	Yes, we provide both types!		
Pipe and drape provided?	No, but we do have some great places to recommend renting those items from!		
Is security necessary?	Usually no		
Will there be a venue coordinator or staff onsite?	Yes, we will have 1-2 staff members onsite throughout your day.		
Preferred vendors list?	No, you are welcome to use any vendor you want. We are happy to give recommendations though!		
Can we bring in our desserts?	Yes!		
Can we bring in our own snacks like popcorn, mixed nuts or mints?	Yes!		
Do all beverages come through you or a caterer?	You can bring in any non-alcoholic beverages		

Who provides bar service you? Our caterer or ourselves?	We provide the bar service and bartenders		
Is there a bar minimum we must pay?	No		
Is bar service included in my rental fee?	No. We charge an hourly fee of \$18 per bartender. This way you can budget your bar costs better.		
Is tax and tip included?	No. We do not charge tax and tip is not required, but always appreciated		
Does the bar have to be hosted or only cash?	We have many combinations of the two. You can make it what you want!		
Do you have a liquor license?	Yes		
What time can our vendors arrive day of?	10am		
Will we need to have someone at the venue all day to show our vendors where to go?	No, we can assist vendors.		
Is there refrigerator space for desserts if they are dropped off early?	Yes		
What time do we have to be out?	Midnight		
What time does the reception have to be over?	In time to be out by midnight. Typically, 11pm.		
Are we able to come the next day to clean up?	No, we ask everything is out that night. Anything big can be picked up Monday.		
Do you set up and tear down all items you provide?	Yes, except the dishes		
Do we need to provide insurance?	No		
How much is the deposit?	Your deposit is the first 50% of your rental. 2 <sup>nd</sup> payment is due 60 days prior to event		
How much is non-refundable?	Your deposit is non-refundable.		
Are there any service fees or tax added to the services you provide?	No and No		

# CEREMONY LOCATION QUESTIONS

Question	Pella Opera House	Venue #2	Venue #3
Decoration Restrictions	No loose glitter, fake flower petals (if thrown on ground), no real candles.		
How many guests can be seated?	324		
Are tables, chairs and linens included?	Yes		
Bridal Suite?	Yes		
Area for groom/groomsmen to get ready?	Yes		
Are those areas included in the prices	Yes		
Does the rental fee include rehearsal time?	Yes		
What time are we allowed in the morning of the wedding?	10:00 am		
Will there be a staff member onsite the day of?	Yes, we will have 1-2 staff members onsite throughout your day.		
Are there any vendor restrictions?	No		
Can we bring in outside food and beverages for people while we are getting ready?	Yes, if the beverages are non-alcoholic. If you wish to have alcohol, please arrange with staff prior to event.		
Are we able to take pictures anywhere or just the spaces we have rented?	Anywhere is fine.		
Who runs A/V during our ceremony?	We have a sound and lighting tech. who handles all of that for you.		
Certain time we have to be out by?	Midnight		
Besides the rental costs are there any other additional fees like service fees?	No.		