

## Frequently Asked Questions

Q: Is set up and take down of chairs and tables included in the price?

A: Yes. We will set up and take down the chairs and tables for you free of charge. Renters are responsible for tear down of whatever they bring in.

Q: What is the latest time we can stay?

A: All of our events must be done at 11pm at the latest. You are given an hour to get everything out after the event is over. An after-hours fee of \$100/hour will be charged for clients that go past 11pm.

Q: When can we come in to set-up for weddings?

A: We allow clients a complimentary 3 hours between 9am and 5pm the day before the wedding to set up as long as the space is available. If that time does not work, clients will make arrangements with the Event Coordinator to contract time the day of the event for set-up.

Q: How long are we allowed for our rental? (Excluding Snowden House Rentals)

A: Events in the Mess Hall, Lobby, and Board Room are allowed 8 hours for their rental. Conference room rentals are allowed 6 hours and theater rentals are allowed 3.

Q: Can we bring in our own alcohol?

A: Yes. We charge a corkage fee of \$6/bottle of wine and \$2/bottle of beer brought into our facilities. For larger parties it is usually in your best interest to have us set up a bar for you. That way you only have to pay the bartender and security guard fee instead of paying for all of the alcohol twice.

Q: How much are the bartender and security guard fees?

A: Bartender fee for 1-4 hours is \$50 and for 5+ hours is \$75. Security guard fee is \$40/hour.

Q: What assortment of alcohol do you provide for bars?

A: The Grout Museum District has a beer and wine license only. No hard liquor is allowed on the Grout Museum District Property. We stock Bud Light, Budweiser, and Miller Lite at all times. We normally have Corona, Guinness, Angry Orchard, and Blue Moon on hand as well. We also carry a variety of red and white wines. Clients are allowed to request up to 3 specialty drinks for their event. **For further questions about alcohol, please refer to our alcohol policy document.**

Q: Can we bring in our own food?

A: Yes and no. If you plan to bring in your own food, you must provide a proof of home owners or renters insurance to the GMD along with your signed contract. All wedding events are required to go through Randall's Catering out of Hudson for your food. Please refer to our "Catering Options" document for pricing and menus. If you decide to bring in another licensed caterer for your wedding, you will be charged a fee of \$150.

Q: Where can our guest's park?

A: The Snowden House and Imaginarium have their own parking lots. Events at the Grout Museum's main building may allow their guests to park in the parking lot off of South St. or the parking lot under the over pass across Washington St. The GMD provides Event Parking signage to help direct your guests.

Q: Are there table linens available for rental?

A: Yes. We can provide black, white, or ivory linens. These will be on the table upon your arrival for decoration. Please consult the Event and Sales Coordinator for linen pricing and sizing.

Q: How does the deposit payment and reimbursement work?

A: The deposit is due within the first two weeks of signing the contract. That can be paid with cash, check, or card. The **full** room total is due the day of the event or sometime before. After your event is over our facility staff will go through to make sure that there are no damages made to our facility. As long as everything looks okay we will mail a deposit reimbursement check to you within the 2 weeks following the event.

Q: Will we have access to a kitchen?

A: Most of our facilities have access to a full kitchen. This space can be used to keep food cold or warm and to wash dishes after the event. No cooking is allowed in our facility kitchens unless prior arrangements have been made.

Q: Can our guests look through the GMD exhibits during our event?

A: We provide a discounted admission of \$4/person to rental guests. If arrangements have not been made prior to the event to take advantage of that offer, exhibits are off limits to guests of rental events.

Q: Is there insurance available to buy to protect us from damages made to exhibits?

A: No. At large events the GMD staff will set up barriers to block guests from entering exhibits. The main job of a security guard is to make sure guests are not wondering through exhibits when they are not supposed to. Any damages made to the exhibit space will be paid for with the clients deposit or through other means if the damage cost exceeds that of the deposit amount.

Q: Can we have a ceremony rehearsal and/or rehearsal dinner the night before our wedding?

A: Yes! You are more than welcome to do so. We charge \$50/hour for rehearsals at The Snowden House or in the Lobby.