

## *Frequently Asked Questions - Loft @ RAW*

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### **HOW DO I CONFIRM THE SPACE FOR MY WEDDING DATE?**

You may reserve our event spaces at Reading Art Works as early as 24 months in advance. All dates are subject to approval from our events department and will not be confirmed until receipt of deposit and signed agreement.

Pricing & Policies

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### **IS THERE A SITE RENTAL FEE?**

Yes. The site rental fee is posted on our web site.

### **IS THERE A MINIMUM GUEST REQUIREMENT?**

Yes, and the minimums vary per event. Wedding packages for the Loft are based upon a 50 to 100 guest minimum for Saturdays.

### **WHEN DO YOU NEED THE FINAL GUEST COUNT?**

Twenty-one days prior to the event.

### **WHAT IS THE PAYMENT SCHEDULE?**

An initial payment equal to 50% of the venue rental fee is due upon signing of the contract. Six months prior to your event, a second deposit is due equal to 20% of the contracted price. Sixty days prior to your event the balance is due along with a separate \$1,000 refundable security deposit.

### **WHAT IS THE SECURITY DEPOSIT?**

The \$1,000 security deposit covers potential damage to the event space by host, guests, and vendors. The security deposit will be refunded to you within thirty days following your event. If any damages have occurred, you will be notified, and we will bill you for any repairs over and above the deposit. Additional details are outlined within the agreement.

**DO I HAVE TO INSURE MY EVENT?**

Yes. We require hosts to obtain Certificate of Insurance for the event in the amount of \$1,000,000 that includes host liquor liability naming us as an additional insured. This Certificate must be presented to Reading Art Works at least thirty days prior to your event. We also recommend visiting *wedsafe.com* which offers helpful explanations and affordable event insurance packages. Additional details are outlined within the agreement.

*Food & Beverage*

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**MAY I BRING IN AN OUTSIDE CATERER OR MY OWN FOOD?**

No. All events at Reading Art Works are exclusively catered by our approved catering vendors.

**CAN WE BRING IN OUR OWN ALCOHOL?**

Yes. Reading Art Works does not have a liquor license. Due to liability restrictions and service standards, we only allow our approved catering vendors to serve your guests alcohol at your event. You may purchase the alcohol.

**DO YOU OFFER CHILDREN’S MEALS?**

Yes. Our catering vendors offer child friendly options for children ten years old and under. Children two years old and under are complimentary. The children’s meals must be selected prior to your event.

**DO YOU OFFER VENDOR MEALS?**

Yes. Vendors attending your event (ex: photographers, DJs, bands, etc.) must be included in your final guest count. The caterer will serve your vendors the same food you selected for your guests, excluding alcohol, for 50% of the original price.

**WHEN ARE THE FINAL FOOD AND BEVERAGE SELECTIONS MADE?**

Our catering vendors will work with you two to four months prior to the event to define your final food and beverage selections. The final menu selections will determine the total costs for food and beverage.

**CAN I CUSTOMIZE YOUR MENU OPTIONS?**

Yes, the caterers welcome the opportunity to customize menus to the unique needs of your event. Our wedding menus offer an illustration of the flavorful cuisine available. If there are any further needs not addressed within, including vegetarian options or special dietary needs, it would be our pleasure to discuss them directly with you.

## Tastings

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### **DO YOU OFFER TASTINGS?**

Yes. Tastings can be arranged with our catering vendors. Typically, tastings are scheduled on Tuesdays and Wednesdays. Tastings must be scheduled in advance, and selections must be arranged at least three weeks prior to the tasting. Not all menu selections are available for tasting, and tasting policies are subject to change without notice.

### **HOW MANY PEOPLE CAN ATTEND THE TASTING?**

We welcome a maximum of four people per tasting.

## The Wedding Day

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### **WHAT ARE THE OCCUPANCY LEVELS?**

**FOR THE UPSTAIRS LOFT - 125 guests or less**

### **DO WE HAVE ACCESS TO A BRIDAL SUITE?**

Yes, our Bridal Suite is available starting half hour prior to event start time.

### **WHAT IS THE TIMING FOR AN EVENT?**

Pricing for our Plated and Buffet Dinner Packages are based on a four-hour evening wedding reception. Events conclude no later than 10 PM with a one-hour breakdown. If your event requires a different timeline, please discuss your needs with our event team. Additional fees may apply.

### **HOW MUCH TIME IS ALLOWED FOR SET-UP?**

Day-of set-up time for your event is 2 hours prior to the guest arrival time. In the event that your décor requires a set-up team prior to this time, additional staffing fees will be required at \$65 per person for each hour, and is subject to availability of the event space.

### **HOW MUCH TIME IS ALLOWED FOR CLEAN-UP?**

One hour. All items must be removed within one hour after your event.

### **ARE THERE ANY DECORATING RESTRICTIONS?**

Yes. All candles must be battery operated or tea lights placed in a glass container that is at least 2” taller than the top of the flame. No candles are permitted on the floor. To keep Reading Art Works’s event spaces in excellent condition, we prohibit the following decorating items: glitter, balloons, silly string, berries, bird seed, confetti, loose petals, sparklers and any other items that leave a residue on the floor. In addition, decorations may not be affixed to the interior or exterior walls of Reading Art Works’s event spaces.

### **DO YOU HAVE A LIST OF VENDORS THAT YOU RECOMMEND?**

Yes. When booking your wedding with Reading Art Works, you will receive access to Reading Art Works’s list of recommended vendors. These vendors were carefully chosen based on their experience and success at previous Reading Art Works events.

### **ARE TABLES AND CHAIRS INCLUDED IN THE WEDDING PACKAGE?**

Yes. We offer 60” round tables, seating 8-10 guests and white resin padded folding chairs. Other table sizes may be available for your event for DJs, gifts, etc. Please discuss your table needs with our event team to determine what tables are available.

### **ARE LINENS INCLUDED?**

Yes. Our catering partners all include neutral-toned linens in their wedding packages. They also have access to an endless array of linens in various tones and patterns, which will enhance your favorite color, flower or theme. Additional costs would apply for these specialty linens.

## Wedding Ceremonies

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### **CAN I HOLD MY CEREMONY AT READING ART WORKS?**

Yes, for an additional \$1000. (includes chair setup/teardown)

### **WHAT IS THE TIMING FOR A CEREMONY REHEARSAL?**

We include a thirty-minute rehearsal prior to your wedding day based on the availability of the Loft. Our event team will assist you with scheduling your ceremony rehearsal, however, timing is not guaranteed.

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### **DO YOU HAVE PARKING?**

Yes. Reading Art Works has plenty of open complimentary parking. Valet parking available for an additional fee.

### **IS SMOKING PERMITTED AT READING ART WORKS?**

No. Reading Art Works is a non-smoking facility with smoking limited to designated outdoor areas only.

*Additional contractual information is in our agreement.*

[Readingartworks.com](http://Readingartworks.com) • 610-236-0680