



25020

FAQS

SCHEDULE A TOUR &
CHECK DATE AVAILABILITY?

CALL 985.778.2045 or
EMAIL CHLOETEVENTS@OUTLOOK.COM

TO SET-UP A TIME TO VIEW
OUR VENUE MON-THURS, 10 AM - 3 PM
FRIDAYS & WEEKENDS WE ARE IN EVENT OPERATIONS.

STEPS TO BOOK AN EVENT?

- REQUEST A HOLD FORM FOR YOUR DATE
- UPON RECEIPT OF CONTRACT, REVIEW & SIGN (YOUR INITIAL 25% DEPOSIT IS DUE AT THIS TIME, SEE PAYMENT SECTION FOR REMAINING PAYMENTS)
- AT TIME OF EVENT BOOKING, PLEASE ALSO SCHEDULE YOUR REHEARSAL WALK THRU (IF APPLICABLE)
- ADD TASTING EVENT TO YOUR CALENDAR (SEE TASTING TAB ON WEBSITE TO SIGN UP)
- 3 MONTHS OUT FROM YOUR EVENT SCHEDULE PLANNING SESSION

RAIN PLAN?

TENTING IS THE BEST OPTION &
TENT RENTAL VENDORS CAN BE RECOMMENDED.

PARKING?

ON-SITE PARKING AVAILABLE

ACCESS TO MAIN BUILDING DAY OF?

BRIDAL PARTY WILL HAVE ACCESS TO THEIR DRESSING ROOMS
AT A TBD TIME WHEN BOOKING EVENT. VENUE BUILDING ACCESS IS
ONLY ALLOWED 1 HOUR PRIOR TO START TIME OF EVENT.

TIMING OF YOUR EVENT?

YOU GET A 3 HOUR WINDOW FOR YOUR EVENT. IF HOLDING A
CEREMONY ON-SITE YOU'RE ALLOWED 30 MINUTES FOR GUEST ARRIVAL
AND SEATING + 30 MINUTES FOR THE CEREMONY SERVICE.
ADDITIONAL TIME, PRICING IS OUTLINED IN OUR PACKAGES. WE ALSO
RECOMMEND LOOKING AT THE SUNSET
TIMES TO SCHEDULE THE START
TIME OF YOUR EVENT IF HOLDING A
CEREMONY ON-SITE. PHOTOGRAPHERS
USUALLY RECOMMEND NATURAL LIGHT
FOR THE BEST PHOTOS.

DAY OF WEDDING COORINATOR
PROVIDED BY THE VENUE?

WE PROVIDE A DAY OF EVENT OPERATIONS MANAGER WHO HANDLES ALL OF THE ON-SITE PREPARATIONS AND FOLLOWS THE EVENT SCHEDULE PLANNED WITH CLIENT PRIOR TO THE EVENT. THEY ARE NOT A WEDDING PLANNER SO IF YOU'RE LOOKING TO HAVE ANYONE HANDLE THINGS LIKE COORDINATING WITH VENDORS, TAKING HOME GIFTS AND SPECIALTY ITEMS, ETC. WE DO RECOMMEND HIRING A PLANNER OR DELEGATING SOMEONE BESIDES YOURSELF TO HANDLE THESE THINGS DAY OF.

ALL VENDOR DECOR, GIFTS AND SPECIALTY ITEMS MUST BE REMOVED FROM THE EVENT SPACES NIGHT OF THE EVENT.

VENDOR RECOMMENDATIONS - SEE TAB ON WEBSITE.

SET-UP/CLEAN-UP?

WE ALLOW A 3 HOUR WINDOW FOR YOUR VENDORS TO COME IN PRIOR TO THE START TIME OF YOUR EVENT. OUR TEAM CAN ASSIST WITH PRE-EVENT SET-UP & FLOOR PLAN LAYOUT, AS WELL AS LONG AS TASKS REQUIRED ARE ABLE TO BE COMPLETED WITHOUT A LADDER/OTHER TOOLS. ANYTHING REQUIRING THAT WOULD BE SOMETHING CLIENT NEEDS TO HAVE SOMEONE COME IN TO DO. TYPICALLY WE ALLOW FOR A 1 HOUR BREAKDOWN AND ANY VENDORS ARE ABLE TO COME WITHIN THIS TIMEFRAME TO REMOVE WHAT THEY'VE BROUGHT IN.

DECOR RESTRICTIONS?

WE DO NOT ALLOW NAILS OR ANYTHING TO BE ATTACHED TO THE BUILDING OR WALLS. SPARKLERS & PETALS ARE ALLOWED BUT NO CONFETTI.