

Martha Stewart Weddings

PLANNING MADE EASY: VENUE

VENUE: topics to cover	1 Palladium Saint Louis	2 Piper Palm House	3 MO History Museum
CONTACT INFO:			
NAME	maggie or melody	Bridget	Indra
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WEBSITE		www.butlerspantry.com www.palmhousestl.org	www.butlerspantry.com www.mohistory.org
DATE:			
IS MINE AVAILABLE?			
HOW MANY WEDDINGS WILL BE BOOKED THAT DAY?	just yours!	Your wedding Reception will be the only one there after 4pm.	generally only 1 wedding function at a time
PAYMENT:			
WHAT ARE THE RATES FOR DIFFERENT DAYS OR TIMES (FRIDAY, SATURDAY, SUNDAY, AFTER-NOON, EVENING)?	venue rental/food+bev minimum friday: \$1,500/10,000 saturday: \$3,000/\$15,000 thursday - sunday \$1,500/\$5,000	Venue Rental Friday Wedding Reception - \$1400.00 Saturday Wedding Reception - \$2300.00 Sunday Wedding Reception - \$1400.00	Venue Rental: sunday - thursday = \$1200 (exclusive rate = \$2500) friday/saturday = \$2200 (exclusive rate = \$3500) *saturday minimums = \$10,000
IS THERE A PAYMENT SCHEDULE?	50% - 90 days prior 100% - 10 days prior	50% - 90 days before 100% - 10 days before	50% - 90 days before 100% - 10 days before
WHAT KIND OF DEPOSITS ARE REQUIRED?	\$3000 deposit at signing	\$500 due upon booking	full rental due upon booking
ARE THERE HIDDEN COSTS LIKE A SERVICE CHARGE, GRATUITY, CLEANING FEES, OR OVERTIME CHARGES?	there are no hidden fees in fine print! 22% service charge, no gratuity required, \$500 damage deposit	There is a 20% service charge on all packages. Gratuity is not included but can be added by client.	wedding packages have a 20% service fee. gratuity is not included. \$500 refundable security deposit.
WHAT'S THE CANCELLATION POLICY?	negotiated on an individual/situational basis	All payments are nonrefundable	All payments are nonrefundable
WHAT IS THE LAST POSSIBLE DATE THAT WE CAN MAKE CHANGES?	we do our best to accommodate changes, even if it is last minute	We are happy to make changes as close to the date as possible.	confirmed menu and final guest count are due 10 business days prior to event

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LOGISTICS:			
IS THERE ROOM FOR A BAND AND/OR DANCING?	yes! both! layout is flexible + completely customizable!	The room is flexible, and if you add a tent you have more options for both dance floor and band.	Yes!
DOES THE VENUE ALREADY OWN A SOUND SYSTEM WITH ADEQUATE SPEAKERS, OR WILL THAT NEED TO BE RENTED?	in-house a/v system complete with surround sound, mic's, LED lights, projection capabilities + state-of-the-art acoustics	There are speakers with a cd player, but a speaker system is suggested.	The museum does have some in house speakers, although most bands and/or dj's handle this themselves
ARE THERE NOISE RESTRICTIONS?	everything is indoors, so no	No music after midnight.	No, as long as we are indoors.
IS THERE A COAT CHECK? BATHROOM FACILITIES?	yes + yes	There are coat racks and handicap restrooms.	coat check can be arranged and there are ample restrooms
IS IT HANDICAP ACCESSIBLE?	yes - venue completely ADA accessible	Yes	yes
IS PARKING AVAILABLE?	yes	Yes	yes
IS THERE A BACKUP PLAN FOR RAIN OR OTHER INCLEMENT WEATHER?	if cocktail hour or ceremony is outdoors, indoors will be plan b	NO	Yes, all arrangements would be indoors.
IF NOT, IS THERE A PLACE WHERE WE CAN PUT UP A TENT?	outdoor green space, directly in front of PSL	The plaza works perfect for a tent.	
ARE THERE LIMITATIONS ON DECORATIONS, INCLUDING CANDLES?	no balloons, confetti or tape candles must be secure in a holder or glassware	Nothing can hang on the wall or the ceiling.	no balloons, confetti, or tape, cannot hang anything on building surfaces or columns / candles must be in votives
ARE THERE RESTRICTIONS FOR THE PHOTOGRAPHER IN TERMS OF FLASH, ETC.?	no	NO	no
WHEN CAN MY VENDORS ARRIVE FOR SETUP?	to be arranged with event manager	At your access time 4:00 or 4:30	2 hours prior to your guest arrival (no earlier than 4pm)
WHO IS RESPONSIBLE FOR SETTING UP AND TEARING DOWN THE DÉCOR, AND WHEN WILL IT BE COMPLETED?	decor to be taken down after event unless other arrangements are made with event manager	Butler's Pantry & the Piper Palm House will help with set-up and tear down.	Butler's Pantry will either handle all clean up or if other decor companies are hired they are responsible for their equipment clean up time extends 1 hour past party end
FOOD & DRINKS:			
IS THERE AN IN-HOUSE CATERER?	butler's pantry	Butler's Pantry	Butler's Pantry

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IS THERE AN IN-HOUSE CATERER?	butler's pantry	Butler's Pantry	Butler's Pantry
DO WE HAVE TO USE THAT CATERER?	yes	Yes	Yes
IF NOT, IS THERE A LIMITATION ON WHICH OUTSIDE CATERERS WE CAN USE?	n/a		
DO YOU HAVE A LIQUOR LICENSE?	yes	Yes	Yes
WHAT IS YOUR PRICING FOR ALCOHOL?	pricing is built into package prices	Alcohol is included in our packages.	see packages
WILL YOU ALLOW US TO BRING OUR OWN LIQUOR?	no	No	No
IF SO, WHAT IS THE CORKAGE FEE?	n/a		
STAFF:			
WHO WILL OUR POINT PERSON BE BEFORE THE WEDDING?	maggie or melody	Bridget	Indra
WHO WILL THE POINT PERSON BE ON THE DAY OF OUR WEDDING?	maggie or melody + a service captain	Bridget	Indra
CAN WE MEET THEM NOW?	yes! of course!	Yes	Yes
NOTES:	<p>capacity: 400 seated, 700 standing</p> <p>packages include: top of the line tables, chairs, linen, glassware, flatware, a/v + security</p> <p>event packages are based on 4 hours additional time + service can be added</p>		