

## 1 What is included in the venue rental?

4forty Events offers all the basics you'll need to get your event going! We've got 60" round tables, 6' tables, black folding garden chairs, cocktail tables, stools and in-house black linens.

We do not provide glassware, china or utensils.

## 3 Is there any additional fee for bringing in our own vendors?

There is no additional fee if you choose to bring in your own vendors.

## 5 How do I secure my date?

A signed contract and the deposit of 30% of the venue rental is required to secure your date. We accept personal check, credit card, or cash. The final balance is due 14 days prior to your event date.

## 2 Can we bring in our own vendors?

Yes, we do have an open vendor policy which means you can bring in your own catering, entertainment and other vendors as you wish.

## 4 How long do I have to set-up?

All venue rentals include 10 hour venue access.

## 6 Is there a space to get ready?

We offer 2 spacious and well lit rooms that can be used to get ready. We have the bridal suite and the grooms lounge that are both included in the venue rental.

## 7 Parking availability

We have parking spaces surrounding the front of the building and an additional lot behind the building with over 150 parking spots.

We also have the ability to hire valet services for your event.

## 9 Alcohol restrictions

HD Liquid Catering is our preferred vendor if you choose to outsource the bar. If you'd like to handle the bar yourself and BYOB, that's fine too! We can provide bartender(s) for your event for an additional fee.

## 8 Event clean-up policy

Standard cleaning services are included. All vendors will be responsible for removal of their own items. We do ask that you remove any florals, balloons or any other decor that was brought in.

## 10 Can I host both wedding & ceremony at 4forty?

Yes, there are multiple options for hosting both celebrations at 4forty. We do have the ability to flip the room or you have the option to get married outside in the lawn gazebo terrace & proceed inside for the cocktail hour and reception.