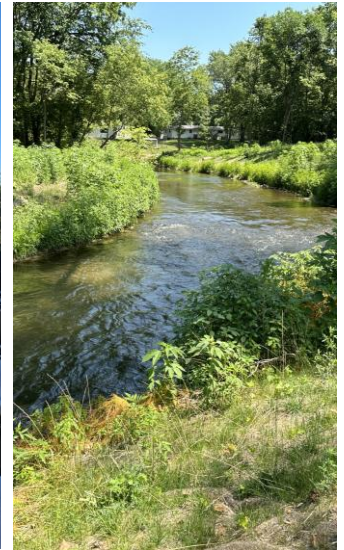


WEDDINGS AT THE GROVE



ALL ARE WELCOME

THE GROVE REGIONAL COMMUNITY CENTER IS A
WONDERFUL PLACE TO CELEBRATE YOUR SPECIAL DAY!

314 Anne Street
Mazomanie, WI 53560

April 2024

WEDDINGS AT THE GROVE

THE GROVE CAN ACCOMMODATE WEDDINGS LARGE AND SMALL.
OUR NEWLY CREATED INDUSTRIAL VENUE MAKES A BEAUTIFUL SETTING FOR YOUR WEDDING,
WITH INDOOR AND OUTDOOR OPTIONS AVAILABLE.



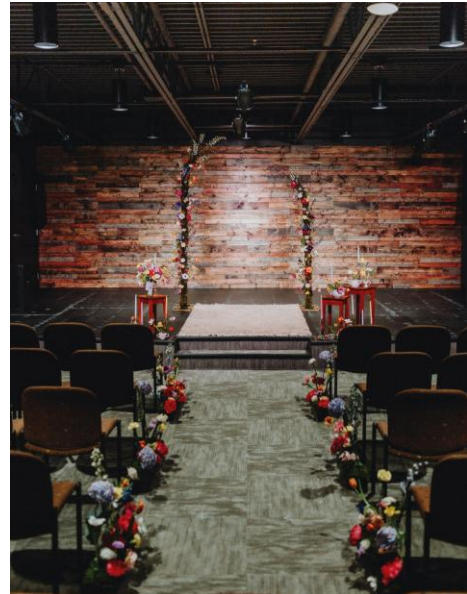
HOW TO GET STARTED

- REVIEW THE INFORMATION INCLUDED IN THIS BROCHURE TO LEARN ABOUT WEDDINGS AT THE GROVE
- CONTACT THE GROVE VENUE COORDINATOR FOR ADDITIONAL INFORMATION OR TO TOUR THE VENUE
- RESERVE A DATE FOR YOUR EVENT WORKING WITH THE GROVE VENUE COORDINATOR
- MEET WITH THE GROVE VENUE COORDINATOR TO PLAN HOW YOU WILL USE THE SPACE

Wedding Packages (*less stress for you!*)

Ceremony and Reception Package (\$2,800)

- Can accommodate up to 250
 - Variety of spaces available indoor and outdoor for both ceremony and reception
 - Grove Venue Coordinator onsite to help ensure the event goes smoothly
 - Media system with onsite technology assistance
 - Getting ready rooms
 - 3 hour rehearsal time (day before event)
 - Warming kitchen access for catering
 - Cocktail hour
 - Space for DJ/Live Band and dance floor
 - Personalized table and chair set up
- * Creekside chairs at extra cost*



Ceremony Only Package (\$1,200)

- Up to 250 or 280 people (pending chair choice)
- Variety of spaces available indoor and outdoor
- Grove Venue Coordinator onsite to help ensure the event goes smoothly
- Media system with onsite technology assistance
- Getting ready rooms
- 3 hour rehearsal time (day before the event)
- Personalized chair set up



Reception Only Package (\$2,100)

- Up to 250 people
- Variety of spaces available indoor and outdoor
- Grove Venue Coordinator onsite to help ensure the event goes smoothly
- Media system with onsite technology assistance
- Warming kitchen access for catering
- Cocktail hour
- Space for DJ/Live Band and dance floor
- Personalized table and chair set up

Willing to do the work yourself?

Guests may choose to rent spaces at their rental price instead of opting into a 'package'. There are wonderful options for hosting a smaller more intimate wedding at the Grove. Visit our website for current rates and rental information: thegrovercc.org

WHAT YOU NEED TO KNOW

ONSITE SUPPORT

The day of the event, a Grove Venue Coordinator will be on site to make sure everything is set up and working as expected. In addition, a Media Technician will be available to ensure all technology is working appropriately.

CEREMONY ROOMS AVAILABLE

The ceremony can be held in the beautiful, intimate Center Room (capacity up to 280); on the outdoor patio (capacity pending setup); or Creekside (capacity pending setup). Select which one best suits the style and size of the wedding.

RECEPTION ROOMS AVAILABLE

Depending on where the ceremony is being held, renters can select from a couple options for your reception. The Center Room (table seating capacity 170) or the Gathering Space (table seating capacity 80) are both great options for your reception. The Gathering Space may accommodate a dance floor and room for DJ/Live Band. A cocktail hour can also be accommodated between the wedding and dinner, if desired.

GETTING READY ROOMS

Getting ready rooms will be available for the wedding party. These rooms can be used by the wedding party and family to get ready prior to the ceremony.

REHEARSAL

A wedding rehearsal may be scheduled prior to the wedding date for up to three hours, if desired. The date and time will be determined based on room availability with the Grove Venue Coordinator. The Grove Venue Coordinator and Media Technician will be onsite during this time to ensure everything is set up for a successful event. No food or beverages can be served during this rehearsal time.

TABLES AND CHAIRS

Tables (60" round or 8' banquet) and chairs may be provided for the reception. White tablecloths are available for the tables, or renters are welcome to bring in tablecloths that coordinate with the color theme. It is also an option to bring in different tables and chairs at the renter's additional expense.

DECORATIONS

Renters are welcome to personalize the space for the event by bringing in decorations for the ceremony and reception areas. Minimal table decorations may be available for use from The Grove, if desired. Please keep the following in mind when planning decorations:

- A time will be set up with the Grove Venue Coordinator to come in and personalize the space.
- All decorations brought in must be removed from the building at the end of the event.
- The use of nails, screws, tape, tacks, or other sharp fasteners is prohibited on any wall, movable wall partition, door, ceiling or other surface. Painter's tape is allowed to affix decorations.
- Magnetic hooks or binder clips are acceptable for hanging lightweight decorations or light strands from steel beams. Do not hang anything from light fixture or sprinkler heads.
- The use of smoke/fog machines, glitter, confetti, sequins, or tinsel is prohibited.
- Candles are allowed only if enclosed in a glass container which extends at least 3 inches above top of candle flame.

KITCHEN AND CATERING

You are welcome to bring in food for your reception, either prepared by you or by a caterer. The kitchen is a "warming" kitchen, so no food preparation can be done onsite. Warming kitchen access is included in the reception price for food prep and/or serving. Renters must bring in all plates, cups, serving dishes, silverware and utensils needed to prep or serve the food. It is the responsibility of the renter to ensure clean up and removal of all remaining food and beverages.

BAR / ALCOHOL

Alcohol is permitted during events on site. A license is required if alcohol is being sold – *The Grove does not provide licensed bartenders at this time.*

SOUND AND VIDEO

Existing microphones and speakers may be utilized to provide quality sound for a ceremony.

Ceremonies in the Center Room may be live-streamed to YouTube for an additional fee. A thumb drive of the ceremony would also be made available, included in the additional price. Talk to the Grove Venue Coordinator for more information on ceremony live-streaming.

DJ / LIVE MUSIC

A predetermined space will be available for your DJ or live band to set up for the reception. The Grove's Media Technician will be present during set up to ensure everything is set up and working correctly.

DELIVERIES AND PICKUPS

Renters will work with the Grove Venue Coordinator to schedule delivery and pick up times for additional items being brought in for the event. Times during regular office hours are encouraged, but The Grove will try to be flexible. A pre-designated space will be identified for dropped off and anticipated pick-up items. All deliveries and pick-ups must occur during the pre-agreed upon times.

CLEAN UP

At the conclusion of the event, the space should be left in as good a condition as it was found.

- All items brought in must be removed immediately following the event. This includes all food, beverages, decorations, and personal items. *Earlier time restrictions may apply for Saturday celebrations.*
- Arrangements may be made with the Grove Venue Coordinator to store large items, such as tables and chairs, for a later pick-up. Said items must be moved to a predefined area so that the event space is available for ongoing use.
- All trash should be put in the dumpster located outside the West Entrance.
- Fees for additional custodial time or damage to spaces/equipment will be deducted from the security deposit or invoiced to the renter. The Grove will provide documentation of damages. If there is no damage or additional resetting required after inspection, the full security deposit will be returned.
- Report any facility problems or issues using the Facilities Maintenance Form (link to form will be provided) to avoid inspection questions or confusion.
- Renters are encouraged to personally confirm the event spaces, kitchen, and getting ready rooms have been reviewed before exiting the facility.

PRICES AND DEPOSITS

- 50% of the venue fee must be paid at the time the venue is reserved.
- The remaining 50% must be paid two weeks prior to the event.
- A security deposit of \$500 must be paid when the last venue payment is due. This security deposit will be returned unless it is needed to cover property damage or if additional custodial services are needed (see clean up).

PERSONAL PROPERTY

The Grove is not responsible for lost or stolen property. Anything lost or stolen is the sole responsibility of the person(s) renting the facility.

INSURANCE

The Grove requires that users of the venue meeting certain parameters purchase an event liability insurance policy naming The Grove Regional Community Center, 314 Anne Street, Mazomanie, as an additional insured. The policy should be not less than \$1,000,000 per occurrence and must be provided to The Grove 15 days in advance of the scheduled event.

CANCELLATION AND REFUND POLICY

There is a no refund policy. Events may be cancelled at any time but no refunds will be made of payments made to date.

PHOTOS

The Grove reserves the right to take and use photos of all events for promotional purposes.

OTHER

- Smoking is not permitted at any time inside The Grove facility or on The Grove property.
- The Grove reserves the right to end any event or facility use if these rules and guidelines are not followed.

CONTACT INFORMATION

For more information, to tour the venue, or to discuss reserving a space, contact:

Faith Fehlen | faith@thegrovercc.org