

# **Frequently Asked Questions**

**Is gratuity included?** A 15% gratuity is added to all food items, any other gratuity is not required but appreciated.

**Do you accept credit cards?** Yes, there is a 4% fee for all credit card and debit card transactions. We prefer Cashier's Check or Cash.

**Can we use sparklers for a send off?** Due to fire hazard, sparklers, fireworks and floating lanterns are prohibited. Bubbles or bird seed may be used. Someone in your party must be available to supervise all celebratory send-offs.

**Can we bring our own cake?** Yes, it must be made by an established, professional baker and you must sign our Brought-In Policy. If you would like us to cut, plate, serve and pack extra cake, there is a \$75.00 fee (no fee if you order one of our in-house cakes). You may also bring your own cutting supplies including plates, forks, napkins and trays and serve it yourselves.

**Can our family or friend make the food?** All brought-in food must be provided by an established, professional caterer.

**Do you have a T.V. for Slide-Show?** Yes, we do have one inside. It accepts D.V.D.'s and thumb drives. If you would like to display the video outside, you must provide your own system/extension cord(s).

**What about music?** We have a sound system that plays both indoors and outdoors. You may connect to our system with ipods, iphones, etc. We also have a microphone. Music must be off by 10:00pm.

**What color are your linens that are included?** Our linens are ivory. We have linen-rental options as well.

**If I want to decorate, can I come earlier?** You are allotted 5 hours for a wedding reception package and 6 hours if you add a ceremony. There is a 5-hour minimum for rentals and 3-hour minimum for special events. Any additional time is charged per hour. Vendors such as photographers, photo booths and D.J.s may only arrive during scheduled time period.

**Is alcohol allowed?** You must have a licensed/insured bartender. You would provide all alcohol, cups, ice, coolers, etc. There is a \$600.00 alcohol privilege fee, and you must sign our alcohol waiver. Bartenders do not have use of our kitchen and must haul off own garbage.

**Can we split catering if we want to bring food for after the ceremony and The Bungalow provides food for the reception or vice versa?** Unfortunately, we cannot split catering due to staffing, kitchen space and liability.

**Can we take our engagement or bridal photos at The Bungalow?** Unfortunately, with our busy event schedule we are unable to accommodate photo shoots prior to your event. You are welcome to take all the pictures you would like during your scheduled time period, or purchase additional time to your allotted-time schedule.

**May we move furniture?** Our facility is set up to accommodate your guests with the best flow

possible. Any moving of furniture needs to be approved by management, moved by our staff and a fee may be associated with items moved.

**Do we have to clean the venue after the event?** No. The last hour of your allotted time is reserved for you to gather all your belongings, gifts, decorations, etc. The Bungalow staff will begin to clean up at this time as well.

**Do you have a freezer we can use?** Unfortunately, we have limited freezer space due to the amount of weddings booked. You will need to bring your own coolers with ice.

**Do you have an ice maker?** We do not have an ice maker. You will need to bring your own bags of ice and coolers to store them in.

**Are you open on Sunday?** No

**Do you have a piano?** No

**When do we meet to discuss final planning?** The Design Meeting is usually scheduled two months prior to the event. You can email us to set up the meeting. If you are out of town, we are happy to discuss your plans over the phone.

**When is the final payment due?** 30 days before your event. Please email us to set up a time to meet.

**How many guests can I invite?** For indoor use only, we can accommodate up to 85 guests for a sit-down dinner and up to 300 guests for a 3-hour, open-house reception. We can accommodate up to 75 guests for a ceremony.

For outside use, we can accommodate up to 400 guests for an open-house reception and up to 125 guests for a ceremony. Because of the layout of the outside dining chairs, we are not able to have a sit-down dinner outside.

**Do I get use of the entire venue inside and outside?** From April-October (weather permitting), you have use of the entire facility.