

FREQUENTLY ASKED QUESTIONS

1. Who is the Contact Person for the Event Hall?

Hi, I'm Darla Lovett. You can reach me at 972-838-7558 or via e-mail at cottonmill@tx.rr.com. I also have a lot of information on our website (calendars to check availability, the Reception Contract, the Event Hall layout, Photos of past events, etc.) www.mckinneycottonmill.com

2. How many people can you accommodate?

Up to 500 guests. Over 350, there may be an additional charge for security.

3. Can I adjust my quote after I book the date?

You can increase but not decrease the numbers on your quote. If you book at 150 guests, then you are committing to 150 guests. When you receive your RSVP's if your guest count has increased, you are welcome to increase the numbers. The final count will be due 2 weeks before your event (along with the Event Hall Layout).

4. Can I bring in my own tables & chairs?

You are NOT allowed to bring in your own tables & chairs. We have standard white resin Garden style chairs, 8' rectangle tables, 6' rectangle tables, cocktail tables, Two (2) 48" round tables (typically used for the cake or a sweetheart table) and 60" round tables.

5. When is the Event Hall open for viewing?

You are more than welcome to come by anytime during the week (M-Th 8:00a-7:00p) to see the Hall. If you'd like to make an appointment to meet with me personally, please call or e-mail. Otherwise, you are welcome to do a "self tour" during the hours above. The Event Hall is located just off the Hidden Garden through the double wood doors. If you plan to come by on a Friday or Saturday, please e-mail me so I can let you know what time the event will start that day (just to make sure you are not coming when someone else's event is taking place). If you would like to meet with me in person, please e-mail me at cottonmill@tx.rr.com.

6. Are tables, chairs, slipcovers, tablecloths supplied?

We supply the Event Hall, security during the event, tables, chairs, and table linens (white, ivory or black). If you have a particular color of linen you would like to use you are welcome to rent them yourself and this cost would be deducted from your quote. We suggest Metro Linens here in McKinney. The contact is Karen Cox @ 972-369-8595. Tables and chairs are not allowed in from another vendor. We do not supply napkins, sashes, table toppers, etc.

7. Can we bring our own beer/wine/champagne/liquor for a reception?

Yes, beer, wine, champagne & liquor are allowed as long as you have a TABC Certified Bartender present. You can serve it but not sell it without having a caterer with a "catering liquor license". If you have more than 350 guests additional security is also required @ \$35/hour per guard. Guests are NOT allowed to BYOB.

8. Does the quote include any food or beverages?

No, however we do have an Approved Caterers list. If you choose **not** to use one of the Approved Caterers there will be an additional charge of \$500.00. The caterer will be responsible for the servers, dishes etc. The caterer must be “self sufficient” because we do not have kitchen facilities. The links for our Approved Caterers are on the website.

9. What time is a reception required to stop?

2:00 a.m. on Saturday and 1:00 a.m. on Friday. You will have a 7-hour event time (i.e. 7:00 p.m. to 2:00 a.m. or 6:00 p.m. to 1:00 a.m., etc.). Clean up time **is** included in this time frame. If you exceed the 7-hour time frame (or your vendors are still cleaning/packing up after the 7 hour time frame) there will be a \$100/hour charge deducted from your deposit (one hour minimum). The 7-hour time frame begins when your guests arrive (ex. 6:00p ceremony start time means guests arrive at 5:30 so your 7 hours will be from 5:30p-12:30a).

10. Are there any restrictions on decorations?

You must take down whatever you use to hang items and not to use large screws or nails (tack nails or staples only). You may NOT hang anything from the sprinkler pipes or conduit. You may NOT put tape on any of the sheetrock walls.

11. How many parking spaces are available?

Approximately 40 parking spaces with over flow parking into the white rock area just west of the parking lot/building. Additional overflow is available in the church parking lot across the street.

12. Do you allow candles to be lit for both receptions and ceremonies?

Candles are fine as long as they are in glass containers.

13. Are there separate rooms provided for the wedding ceremony, reception, meal, etc.?

We do offer an outdoor area called the “dye room” for ceremonies. It is a very unique open area (no roof, brick walls, and arched windows). The Dye Room fee is currently \$575.00. You can either rent two sets of chairs or have your guests (or catering staff) carry the chairs to the reception hall after the ceremony. Please see the Dye Room waiver as part of the contract. Because the facility is “ever changing”, it is possible we may begin construction on the Dye Room. If that were to happen, you would be notified and the only area that we can “promise” you would be the event hall.

14. Are there bride and groom dressing rooms available?

No, however I do allow the bridal party access to my office for changing etc. No area is available for the groom.

15. For an evening ceremony how far in advance is the room available for set up and decorating?

You will have access to the Hall the morning of your event (typically by 9:00 a.m.). The tables, chairs, and linens will be in place based on the layout you provide to us. The layout will be due to The Cotton Mill 2 weeks prior to your event (along with the final count). You will not be able to adjust your numbers after that.

16. Is there a quieter area available for guests to get away from the noise of a band?

No, however the room is large so typically moving to the other end of the hall is sufficient. You also have access to the vestibule.

17. Is there staff available for clean up after an event? Who is responsible for cleanup?

You are responsible for cleanup. We will clean up with advance notice and a fee of \$350.00. The cleaning consists of spot mopping any fluid on the floor, making sure all the trash is in the dumpster located East of the event hall (Security will show you where the trash is to be placed), cleaning the trash, etc. in the bathrooms, parking lot and garden area. The cleaning time is part of your total 7-hour "event time".

18. Is a PA system available?

No AV equipment is available but there are several links on our website to help you find vendors. www.mckinneycottonmill.com

19. What photographic locations are available?

There are a LOT of locations on the property that are perfect for photography (engagements, bridals, senior portraits, etc.). We currently have more than 200 photographers who shoot on a regular basis. If your event is not booked at The Cotton Mill there is a \$75.00/hour 2-hour minimum location fee to shoot (\$150 payable to The Cotton Mill).

20. What decorations are supplied for a reception/ceremony?

The tulle material with lights to surround the dance floor is part of our standard package. If you would like for us to remove the tulle, there will be a \$250 charge.

21. What if an event runs over? Will your staff ensure that we get back on track without rushing us?

There isn't any staff present during events other than Security. Your DJ and or Wedding Coordinator should help keep you on track during your event.

22. Is it OK if the photographer visits the facility before an event to evaluate the area?

Yes, however they cannot take photographs. It is recommended the photographer comes at night to determine what type of lighting is needed inside the Event Hall if they are going to be filming and shooting your reception.

23. Is there a specific list of florist/DJ's/bands/etc. that is required to be used?

No but we do have links available on our website. You are free to use whomever you like.

24. What are the various options and costs for the use of the Venue?

Costs and options will be listed on your quote. Please e-mail me for a quote (cottonmill@tx.rr.com).

25. Is the Hall available the weekend (or day) prior to the wedding to have a rehearsal? Is there an additional charge?

Typically the Event Hall is booked every weekend. Approximately 2 weeks prior to your event you can check and see if the Hall is available the day before your event. If the Hall is available you may use it at no additional charge for your rehearsal. You will not be allowed to run the HVAC units if you have access to the Hall the day before your event without paying an additional fee. Even if we have an event the day before yours, we typically work with both brides to find a convenient time for the rehearsal to be held.

26. The contract states the deposit is forfeited if the facility is not cleaned up. What does this entail?

Clean up includes: spot mopping the floor (they are hardwood and they will buckle if fluid is left on them), taking all the trash to the dumpster provided (security will show you where it is located), cleaning up the trash in the bathrooms, garden area and parking lot. Your caterer takes care of most of the trash during the event. Typically you (or your crew) are only cleaning the garden area, parking lot and the last few cans of trash as well as the spot mopping. We will do the cleaning for \$350.00; however we need to know this in advance to make appropriate arrangements. The cleanup time should take approximately an hour and **will** be part of your total "event time".

27. What is the policy regarding bringing a DJ? Is there an additional charge?

We have suggested links but you may use whomever you like and there is no additional charge for bringing a DJ.

28. What is the weight capacity of your chairs?

The weight capacity of our garden resin chairs is 265 pounds. You may want to consider bringing in special chairs if that may be an issue with some of your guests.

29. Is there a Discount for a Friday or Sunday?

There is no discount for a Friday or Sunday event. During the week, there is a \$500 discount.