



# FAQ

## **HOW MUCH DOES IT COST TO HOST AN EVENT AT REALITY ON MONROE?**

The total cost of hosting an event with us depends on several factors including number of guests, day of the week, month of the year, and whether you cater with us or a third party. For more accurate information visit the Room Rental Pricing and Catering and Packages pages on our website, and schedule a consultation for a quote.

## **WHAT IS INCLUDED WITH THE ROOM RENTAL?**

When you rent our space we provide our 8ft and 4 ft Harvest tables (high and low tops), 25 white resin folding chairs and/or 25 black wood chairs, stools for the bar and high top tables.

If you also cater with us, we will additionally provide plates, paper napkins, silverware, service ware, glassware, set up, tear down, clean up, and staff.

## **HOW MANY GUESTS CAN YOU ACCOMMODATE?**

When you host both the ceremony and reception at Reality on Monroe, we can accommodate no more than 100 guests. When hosting a seated dinner reception, we can accommodate 120 guests. And 150 guests for a cocktail reception.

## **DO YOU ALLOW OUTSIDE CATERING?**

You are welcome to use a third party caterer. If you opt to use a third party, either you or they are responsible for plates, napkins, silverware, service ware, set up, tear down, clean up, and staff. We do NOT allow outside alcohol or outside bartenders. All bar services must be purchased from and served by Reality on Monroe.

## **WHERE DO WE PARK?**

All municipal parking is open and free in downtown Bloomington every night and all weekend including street parking, parking garages, and city parking lots. We always encourage shuttles from your guests hotel and ride share for guests planning to drink or anyone concerned about parking. You can also visit the city of Bloomington website for a map of available downtown parking.

## **DO YOU PROVIDE DECOR?**

Decor is not included with the room rental. Please see our Rentals page on the website for pictures and prices of all the decor we have for rent.

## **WHEN CAN WE ACCESS THE ROOM?**

If the room is available, you may come in to set up any decor the day before between 9am - 2pm. You may access the room the day of your event any time after 11am.

## **ARE THERE ANY RESTRICTIONS ON DECOR?**

We only have three rules when it comes to decor. No glitter. No confetti (including flower girl petals), and no 3M strips on the dry wall. Otherwise, you are welcome to bring in whatever decor you would like.

## **DO WE HAVE TO TAKE DECOR WITH US THE NIGHT OF THE EVENT?**

Yes. Any decor left will be thrown away that evening. If anything is too large or unable to be thrown away, you will be charged a \$250 clean up fee.

## **WHAT ELSE DO WE NEED TO KNOW?**

We accept all forms of payment for the deposit and final payment. However, if you opt for a cash bar, we can only accept cash payment from your guests. We cannot start tabs or use credit cards for individual transactions. We do have an ATM in the building. Per the McLean County Health Code, we cannot allow leftovers to be taken after the event. Finally, we have a strict no shots policy at our bar. If any outside alcohol is found, the host will be charged a \$500 fee.

## **HOW DO WE BOOK?!**

Contact Leah from our website or via email at Leah@realityonmonroe.com to schedule a consultation. Once you have made your decision to move forward, she will send you a contract to sign. Then a \$500 deposit is due to hold the date. After that, you are all set to let the party begin!