

Events AT EAST MCKINNEY

Our Event Pricing Includes the Following:

Tables

- 60" rounds, 8' & 6' rectangles, 6 cocktail tables, 3 - 48" round tables
- 12 Farm Tables: Each table is \$125 to rent. Bundle price for all 12 is \$1,000.

White Garden Resin Chairs

All tables and chairs are set up per the layout the Bride/Client and Erin do 2 weeks out from the wedding.

Security Guards

- **The 415**
 - 1 Security Guard
 - If liquor is being served an additional Security Guard will be required
- **The 501**
 - 2 Security Guards are required

Porter Service

- Responsible for taking out the bar trash
- Coordinates with catering about taking out the Event trash
- Restocks and cleans the bathrooms

Agreed to by _____ (initials)

- Cleans up any spills during the Event

All day access beginning at 10 a.m. for the Family and Vendors to start decorating. Bride & Bridal party are allowed EARLY ACCESS to the venue if it is needed for Hair/Makeup.

7 Hour Event Rental for Room 415 and Room 501

- 5.5 to 6 hours for your Event
- 1 to 1.5 hours for clean up
- Your 7 hour event rental starts when your Guests start to arrive
 - Example: 4:00pm guest arrival, 4:30pm ceremony, 9:30pm exit, all Guests and Vendors must be out by 11:00pm

Clean up

- Family and Vendors are responsible for taking out all the items that they brought in for the Event.
- At the end of the night, the Porter will leave empty trash cans on the dance floor for the family to use for clean up.
- ALL FLORAL needs to go home with the family or the florist. It cannot be thrown away in The Mill at East McKinney dumpster.
- Greenery CAN be thrown away on our dumpsters. I.E. garlands, eucalyptus

Agreed to by _____ (initials)

Bar

- The Mill at East McKinney is a BYOB facility. We do allow Beer, Wine, and Liquor. If you are going to be serving liquor, we will need to know what type(s) you will be serving when you receive our 60 day reminder email.
- **Beer Bottles are NOT allowed.**
- Kegs, Cans, Wine Glasses, and Old Fashioned Coke bottles are allowed.
- You are required to use HD Liquid Catering for your bar service. Unless, your caterer can provide the bartenders.
- **ALL** drinks must have a mixer of some sort.
 - Example: Pineapple Juice, Tonic Water, Club Soda, Water, etc.
- **NO SHOTS!**
- **NO Alcohol** will be served to anyone prior to the Event.
- **All Alcohol** must be served from behind the bar.
- If you are going to be doing a Champagne Toast, it must come from the bar. If **CANNOT** be passed to the guests.

Catering

- You are welcome to choose any of the 9 Caterers off of the Recommended Catering List.
- If you decide to choose a Caterer that is not on the list then you will owe a \$250 Catering Fee.
- We recommend that you contact the Caterers via phone prior to email.

Agreed to by _____ (initials)

- We do have a full catering kitchen and prep area in 501 available for the client or catering use.
- Any after dinner food is allowed to be brought in. I.E. Whataburger, Pokey-o's, Food Trucks, Frios, etc.

Candles

- We do allow real candles on the tables for décor.
- Candlesticks are allowed as long as there is a 3-4 inch base to collect the wax as it drips.
- All candles have to be in some sort of glass container or votive.

Pets

- We are a pet friendly venue!
- Please have the proper items to clean up after your pet.
- Please remember to bring something that is your pets from home to make them feel more comfortable. I.E. their blanket, kennel, toys, bowls, etc.

Photography

- Each of our Clients get two FREE photography shoots.
- Two Hours for your Engagements.
- Two Hours for your Bridals.

Agreed to by _____ (initials)