

# Events AT EAST MCKINNEY

## FREQUENTLY ASKED QUESTIONS

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

You can contact Erin McCormack (Events at East McKinney Venue Coordinator) at [events@eastmckinney.com](mailto:events@eastmckinney.com). We can also be reached at 972-529-8033.

### 2. How many people can your venue accommodate?

Room 415 can accommodate up to 150 guests. Room 501 can accommodate up to 250 guests.

### 3. Can I bring in my own tables and chairs?

You are allowed to bring in your own tables and chairs; however if you choose to do so, the rate does not change. We offer white resin Garden chairs, 8' and 6' rectangle tables, cocktail tables, and 60" and 48" round tables.

### 4. When is the Event Hall open for viewing?

We are available for scheduled tours anytime during the week (Monday – Saturday 9am - 6pm). If you would like to make an appointment to meet with one of us, please call or e-mail us at 972-529-8033 or [events@eastmckinney.com](mailto:events@eastmckinney.com).

### 5. Are tables, chairs, linens, slipcovers supplied?

During your event we will supply tables, chairs, security, and porter services. We do not supply linens, slipcovers, or decorations.

### 6. Can we bring our own beer/kegs/wine/champagne/liquor for a reception?

Yes, we are a BYOB facility. You will be required to use HD Liquid Catering or one of the Approved Caterers Bartending Staff. Guests are NOT allowed to BYOB. All alcohol must be placed behind the bar and served by TABC Bartenders. **All FLASKS must be left in vehicles and not brought into the premises.** All beer in bottles must be poured into plastic cups for

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serving. Glassware (water glasses, wine glasses, etc.) are allowed and should be requested through your caterer. Events at East McKinney is not responsible for glassware. **No alcohol is to be served to guests until after the ceremony is over. No "passed" drinks are allowed.** TABC Bartenders are required to serve all alcohol from behind the bar. **PLEASE NOTE:** If you are using kegs for your beer, you may NOT bring those on the property until the day of your event. Tiny alcohol bottles are NOT allowed as guest favors.

7. **What time is a reception required to stop?**

We follow the McKinney City Ordinance. Friday and Sunday you will have until 1am for your event, and 2am on Saturdays. You will have a 7-hour event time frame (i.e. 6pm to 1am or 7pm to 2am) Clean up time IS included in this time frame. If you or your vendors exceed the 7-hour time there will be a \$450/hour charge deducted from your deposit (one hour minimum). The 7 hour time frame begins when your guests arrive (ex. 4:30pm ceremony start time means guests arrive at 4pm so your 7 hours will be from 4pm to 11pm). Please keep in mind; it typically takes over an hour to remove decorations, DJ breakdown, and Bartender breakdown, so please plan accordingly. 5 minutes over the allotted time will result in overtime charges. All items must be removed the night of your event.

8. **Are there any restrictions on decorations?**

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. If your are putting candles on the floors they will need to be LED. You are required to take down whatever you use to hang items, you must use tack nails or staples to hang items, and you cannot use large screws or nails. You may NOT hang anything from the sprinkler pipes or conduit. You may NOT put tape on any of the sheetrock, walls, or floors.

9. **How many parking spaces are available?**

80 parking spaces are available, with additional parking around the facility.

10. **Are there separate rooms provided for the wedding ceremony and reception?**

Yes, we currently have two event spaces available (Room 415 and Room 501).

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11. Are there bride and groom dressing rooms available?

Yes, we have a Bridal Suite for Room 415. The Groomsmen have access to the entire 2nd floor foyer to get ready. Construction begins in November 2019 on Room 501 and both suites.

12. Is Alcohol allowed in the Bridal Suite?

The Bridal Suite Alcohol Policy is as follows (this ALSO applies to the Groom and Groomsmen):

You are welcome to bring alcohol into the Bridal Suite while you and your Bridesmaids are preparing for the Wedding. The Events at East McKinney Staff will be coming in periodically to check for alcohol while you are getting ready. ALL alcohol will be picked up by the Events at East McKinney Staff 2 hours before your guests begin arriving. Please make sure they are given all the alcohol in the Suite. Our staff will place the alcohol in a secure area until the bartenders arrive and begin setting up the bar. If you do not wish to have the alcohol placed behind the bar to be served to guests, you are welcome to pick it up from our Security team after the event is over.

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

You will have access to the venue the morning of your event at 10:00am. All tables and chairs will be in place based on the layout you provide to us. The layout will be due to the Event at East McKinney 2 weeks prior to your event. Please coordinate with your vendors to have everything delivered and picked up that day.

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

We do not have a "quiet" area on the property. If the guest would like a break from the noise, they are welcome to go into the main Hallway or outside to enjoy our beautifully lit wrap around Porch.

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

Events at East McKinney will be doing the cleaning for you as part of your contract. You are still responsible to remove ALL the decorations, gifts, etc. that you brought in. You are also responsible for making sure your vendors (DJ, Lighting, Florists, Bartender(s), etc.) are completely finished and out by the end of your 7 hour time frame. Even 1 minute over the 7 hour time frame will result in a \$450/hour charge that will be removed from your deposit. The Vendors are responsible for removing their trash. Catering is 100% responsible for cleaning up and taking out all trash

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16. Is a PA system available?

No AV equipment is available, each client is different and prefer different options.

17. What photographic locations are available?

There are several locations on the property that are perfect for photography (engagements, bridals, etc.) If your event is not booked at Events at East McKinney there is a \$100/hour 1 hour minimum location fee to shoot (CASH PAYMENTS ONLY). If you are booked with us, you will receive two FREE 2 hour sessions (WE DO NOT PROVIDE THE PHOTOGRAPHER). You will still need to contact The Mill to schedule your shoot. Please email [events@eastmckinney.com](mailto:events@eastmckinney.com) to find out the rules regarding Photography shoots.

18. What about Food? Is there a Preferred Catering List? Can we bring in a "Midnight Snack"?

We do have a Preferred Catering List of some of the BEST OF THE BEST caterers in North Texas. If you choose to go off the list, there will be a \$250 catering fee that will need to be paid. Yes, if you are wanting to bring in food later in the evening, i.e. Whataburger, Pokey-o's, Food Truck, Snow-Cones, etc. you will be allowed to do so. You will not have to pay any additional fees to do this.

19. Is it okay if the photographer visits the facility before an event to evaluate the area?

Yes. It is recommended that your photographer come by in the evening for a Photo Tour to determine what type of lighting is needed inside the venue if they are going to be filming and shooting your Event.

20. Is there a specific list of florist/DJs/bands/etc. that is required to be used?

At this time there are not specific vendors (other than caterers and bartenders) that you are required to use. We do have a Vendor list for your convenience. The list is available by request after you book your event with us. If you need any further help with Vendors, feel free to contact Erin.

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

Approximately 1 month prior to your event you can check to see if the venue is available the day before your event. If the Venue 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 Venue the day before your event without paying an additional fee (\$250). 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

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held. Please keep in mind that all activity ends one hour before the guest arrive for that event.

## 22. What is the weight capacity of your chairs?

The weight capacity of our garden resin chairs is 275 pounds. You may want to consider bringing in special chairs if weight is a concern.

## 23. Are there photos I can view online to see past events and/or setups?

YES!! Our website have pictures of each of our rooms for you to see. You can also check out our social media weekly for updates.

*Facebook: The Mill at East McKinney*

*Instagram: MillatEastMcKinney*

## 24. Are sparklers or rose petals allowed to be used at the end of an event?

Unfortunately, sparklers, glitter, candle lanterns or parachutes, confetti, candy sprinkles, tortillas, and fake rose petals are not permitted at The Mill at East McKinney. We do recommend using birdseed, lavender, glow wands, squirt guns, Wilton poppers, bubbles, or glow sticks. If you would like to use something else, please contact us prior to purchasing the item.

## 25. Do you offer a Military, Civil Servant, or Teacher Discount?

Yes, please ask about the discounts we provide. You must provide proper ID.

## 24. What happens if I have to cancel my event?

If you have to cancel your event, please notify us as soon as you find out. We will open the date on the calendar so it is available for booking. If the date is rebooked, you may only receive a partial refund. For example, if you booked Room 415 for ceremony and reception and put a deposit of \$2875 down and the person who rebooks only books for a reception and puts \$2750 down, you will receive the amount of \$2750. If the date does not rebook Events at East McKinney will retain your deposit minus the security deposit. The security deposit will be returned to the client within 30 days. Our refund policy is also explained in the Contract.

## 25. Is bottled water supplied for our guests?

This is one of the more important things for our Clients to consider. Events at East McKinney does NOT provide bottled water, but it is very important that you supply water to your bartender to serve

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to your guests. If you are relying on the caterer to provide water, they may do so during the dinner portion of your event, but most of the time the caterer leaves when the "party" begins. Please keep this in mind and bring several cases of bottled water to be served throughout the rest of the evening. Events at East McKinney does have a water fountain in the hallways, but that doesn't seem to be enough on most occasions.

**26. Can I make changes to my layout after signing off?**

You will meet with Erin two weeks prior to your event to finalize your guest/chair count and layout. After the layout is complete, you will sign off on the layout. If you choose to change your layout after the two week mark (layout visit) there will be a \$50 fee for each layout change. You have up to 10 days out from your event to make any changes to the layout.

**27. Will Event at East McKinney help with any of my rentals?**

When it comes to rental items, Events at East McKinney is 100% "hands off". This includes, but is not limited to: glassware, dishes, chargers, linens, rented chairs, etc. The venue will not remove items from tables after the events, stack and/or store dishes, glassware, etc. The Vendors who bring in the items must remove them unless other arrangements are made between the venue, client, and the vendor(s). If you want to leave items overnight, prior arrangements must be made between Events at East McKinney and our Client.

**38. What type of payments does the venue accept?**

At this time we accept Check, Cash, Cashier's Check, and Money Orders. There is NO discount for paying the full amount in cash.

**I have read and understand the above information:**

Printed Name:

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Signature:

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Date:

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