

## Frequently Asked Questions – Medina Entertainment Center Venue

**Can we have a ceremony in the room?** Yes, we can accommodate a ceremony for a fee of \$250. The ceremony would take place in the same room as the reception. Additional set up fees would apply for any resetting of chairs and tables from the ceremony to the reception. Fees would be determined by guest size and quantities of chairs and tables that need resetting. Guests may sit at the same guest tables set up for the reception for no additional reset fee.

**What time can we get in to decorate?** The room will be set with tables and linens by 10am the day of your event. Our staff can assist with setting pre-assembled guest favors or centerpieces. There are additional fees for this service.

**Do you have any decorating restrictions?** Yes, tapered candles and confetti or any small beading is not permitted. A \$200 clean up fee will be applied for any confetti or small beading used. Candles (votive, tea lights, pillar) are permitted but must be contained in a vase. We do not allow the affixing of anything to the walls, floors or ceiling with nails, staples, tape or any other material without prior approval from the Catering Department.

**Do you supply chair covers?** Chair covers, sashes and specialty linens can be rented from a vendor of your choosing. Please contact our wedding consultant or see our preferred vendor list for referrals. Chair covers or other decorations must be removed from the room that evening.

**Can we bring in our own food?** All food and beverages must be provided by Medina Entertainment Center, with the exception of a wedding cake. Cakes must come from a licensed bakery. Commercially prepared candy contained as guest favors are permitted.

**Can we have a candy bar?** Candy bars are permitted. All candies must be contained and must be commercially prepared. A \$100 clean up fee applies.

**Can the leftover food be taken home?** Due to Health Department regulations, no food or beverages are allowed to leave the premises. You may take any leftover cake or party favors home.

**Are late night appetizers available?** Yes, we have a large selection of hot & cold appetizers, pizza, party mix, pretzels and nuts that can be served late night. Please see our complete menus for selections.

**Is there a bar minimum and what are our bar options?** Yes, there is a \$500 bar minimum to have a bar in the room. If your bar sales (cash or hosted) exceed \$500, the \$100 bartender fee is waived. The following bar options are available:

**Hosted Bar:** The cost of beverages served is prepaid by the host. You can host for a certain period of time or a certain dollar amount. Hosted items for time periods are estimated by the consultant and prepaid. If consumption is more than estimated, you are billed the next business day. If consumption is less than estimated, you are credited the next business day. Keg beer, wine, champagne and cocktails are available.

**Cash Bar:** Your guests are responsible for the purchase of their own beverages.

**Combination Bar:** You specify what types of beverages you would like to host and your guests may purchase other items.

**Drink Tickets:** You preorder a set number of drink tickets that you can hand out to guests. Tickets are good for any item at the bar. Drink tickets are \$4.25 per ticket + tax & service charge.

**Wine/Champagne Service:** Our staff will serve bottles of wine/champagne of your choice during dinner. There is no additional service charge other than the cost of the wine/champagne.

**Can we bring in our own beverages?** All beverages must be provided by Medina Entertainment Center. If you would like to supply your own wine or champagne, there is a \$15 corkage fee per 750ml bottle.

**When do we go over final details?** Our Wedding Consultant will contact you three months prior to your reception to set up a planning meeting. The planning meeting should take place approximately 60 to 45 days prior to the reception. At the planning meeting, the consultant will discuss event timeline, color selection, payment plan, room set up, menu & beverage selection and vendor requirements. You will be provided with a cost estimate, set up notes and room diagram within 3 days of your planning meeting.

**When is my final guest number due?** Your guaranteed guest count and payment is due 7 business days prior to your reception. Once the guaranteed number is given and payment made, it is not subject to reduction but can be increased. You will be provided with a final invoice and room diagram the day of payment. Methods of payment are credit card (Visa, Mastercard, Discover or American Express), debit card, cash, check or money order.

**Can I make advance payments?** Yes, please contact our wedding consultant to make arrangements.

**How are additional payments handled?** Any additional items added the evening of the reception (punch, coffee, bar items, snack mix) are invoiced the next business day after the reception. A credit card authorization form must be completed prior to the reception.

**What other services are provided?** A Wedding Consultant or Catering Manager will be on premise during your event. Our consultant and banquet staff will help you coordinate your evening and implement your timeline. If you are having a buffet meal, the meals for your head table are plated and served. We provide a complimentary room for a gift opening the day following the reception.

**What time do we need to be out of the room?** You DJ/band/entertainment must conclude playing by 12:30am. The room must be vacated by 1am. Our staff is responsible for clearing of tables and clean up with the exception of your centerpieces and decorations. You must remove all centerpieces and/or decorations that evening.

Please contact our Wedding Consultant for any other questions!

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