

# Planning Your Wedding

## Rental Policies and Frequently Asked Questions

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### The Reservation and Payment Process is easy!

1. Call us or pay us a visit to reserve a date for your special day.
2. Submit a signed contract for the reservation of space in one of our ballrooms or halls, signed by the individual responsible for the bill.
3. Submit payment of the rental deposit, due no later than 30 days from contract issue date. (The deposit is non-refundable.)
4. Pay the estimated balance due for your event a minimum of (5) business days prior to the event by cash, credit card, certified check or bank check. The amount of the estimated balance will be provided by your Von Braun Center Event Coordinator.

### Event Insurance

Every event requires insurance. If you meet our Catering minimum, general liability insurance is included. If you do not, you will be required to provide a Certificate of Insurance a minimum of (2) weeks prior to the event or purchase insurance through our provider.

### Can I bring in outside food and beverage?

Von Braun Center has a complete Catering Department to serve your needs and holds exclusive rights to all food & beverage served within the facility. Our Current Catering Guide is available at [www.vonbrauncenter.com](http://www.vonbrauncenter.com) with a wide selection of options. Please note that our published prices are total. **No tax or gratuity is added.**

Your Wedding Cake is the exception to that rule—you will need to provide your own cake. As long as you meet our Catering minimum, you will be provided with a skirted cake table, and our staff will cut and serve it. Your Event Coordinator will discuss the Catering minimum with you.

Alcoholic beverage service and bar service can also be arranged through our facility. We do not allow alcoholic beverages to be brought in.

### What is included in my rental?

Your rental agreement reserves your room at Von Braun Center. Food and beverage, equipment rentals, and staff services are additional and are arranged after you reserve your space.

Once you meet our Catering minimum, any tables and chairs used for our food presentation or dining are included in the Catering cost, as well as basic white table cloths & napkins, dinnerware, up to 400 sq. ft. of staging for one stage, and general liability insurance.

### How long is my rental?

Standard room rental is from 8 AM to 11:59 PM. Your room is yours for the day!

### What are my planning deadlines?

Your Von Braun Center Event Coordinator will assist you with the details involved in planning an event at VBC---everything from selecting a menu to room set-up and specialty lighting and AV available through our Production Dept. Final specifications for room design and menu selections should be completed one month before your special day. Your final head count for meals is due a minimum of (5) business days prior to the event. Your count cannot be reduced after that date and any additions after that date will be charged at 1 ½ times the original quoted meal price.

### Are we required to set up and tear down chairs and tables? Who is responsible for clean up?

Any equipment rented from the VBC will be set up and taken down by our staff at no additional cost to you. You may also choose to rent items from an outside vendor. The provider of those items is required to set up and remove them. Our staff is not allowed to handle them for liability reasons. Regular clean-up is included in your rental. Excessive clean-up will be charged.

### What about centerpieces and decorations?

Part of the joy of planning your wedding is choosing flowers and decorations. Von Braun Center does not provide florals and decor. Please discuss your decorations in advance with your Von Braun Center Event Coordinator to make sure that they are permitted under local fire safety codes.

Specialty lighting and gobos are available through our Production Department, often at less cost than what a DJ service would charge. Your Event Coordinator can arrange for a meeting with our Production Manager for suggestions that will make your event one of a kind!!

### Can I have candles?

You can use candles provided they are encased in stable containers with attached bottoms. The rim of each container must extend at least one inch above the lit flame. If you wish to use candles, you must discuss them with your Event Coordinator and make sure they are approved (for fire safety reasons). Long-burning tea-lights generally work within fire regulations and many LED options work well with wedding décor.

***For additional information, consult our website at [www.vonbrauncenter.com](http://www.vonbrauncenter.com) or call us at 256-551-2236!***