

LAVENDER MARKETPLACE & WORKSHOPS WEDDING VENUE INFORMATION

Lavender Marketplace & Workshops is a versatile, multi-function venue for rent located on the private property of one of Sierra Madres Historical homes. Lavender Marketplace & Workshops is where people can come together to celebrate, connect, and create. The space is perfect for small to medium gatherings from intimate showers and weddings (**under 100**) to corporate events, cocktail parties, birthdays, holiday celebrations, workshops, and lectures. Learn more about the space and host your next event with us!

What is the capacity of Lavender Marketplace & Workshops?

Parties: We can comfortably accommodate up to **100** guests outside. We have **80** bistro chairs and **6** banquet tables available for rental. We also have a large 9ft farmtable that can seat twelve. If needing additional tables they will need to be rented from an outside company. We also work with Circa Boutique Party Rentals here in Monrovia.

Conservatory seated event: 20 person max for sit down meal and 30 seated inside for a meeting or concert with out tables.

Receptions: We can accommodate up to 100 guests for ceremony & reception.

Other services we offer:

- We have **two Air BnB houses on our property** that can be booked the weekend of your wedding - they do need to be booked in advance. **Rose Cottage** and **Lavender Cottage** are both beautifully decorated two bedroom one bathroom houses that can sleep 6 each with private yards. Both rentals have a **two night minimum**. Rose Cottage is **\$225** a night and Lavender Cottage is **\$190** a night plus each has a **\$90 cleaning fee**. **For weddings over 80 I highly recommend renting a cottage or two for the extra restrooms.**

- Flowers/table centerpieces and decorations *ask for price list

Ceremony/Reception Package Flat rate of \$4200.00 This includes:

- use of the garden and the conservatory from 8am until 10:00pm the day of the reception (4 hours for set up, 5 hours for event and two hour clean up) - **music can go until 9:30pm**

- **2 hours (5pm-7pm)** the day before for a rehearsal and any rental drop off (day after **rental pick up needs to be done by 11:00 am**)

- one hour event walk through with event planner - **we do suggest that you work our wedding coordinator Meghan Malooly!**

- includes **80 chairs** and **6** six foot banquet tables (additional tables and chairs can be rented from Circa Party Rentals)

- use of restroom

- we do offer a small bride a room to get ready in located in the main house (not really big enough for whole bridal party to get ready which is why renting a cottage is ideal for weddings here)

- may use anywhere outside for photography

- separate cocktail and catering area available

- outside catering is allowed (must be insured)

- can bring own alcohol but need to have licensed and insured bartender

* Please note that we offer **one large trash can** but additional cans will need to be rented or brought by caterer and trash taken away after the event is over (we don't have ability to dispose of large amounts of trash)

Elopement Package No guests (30 min ceremony+ 30 min. photos = One hour): Flat rate of \$450.00 Weekdays only

Minimony Package 2-8 guests (30 min. ceremony + 60 min. small bites + 30 min. photos = Two hours): Flat rate of \$900.00
Chairs included.

How do I book a date? Please fill out the provided Wedding Worksheet and then we will draw up and email you a contract for you to sign and send back with a 50% deposit of the total fee - this will secure your date. We prefer cash, check, Venmo and Pay Pal. **The remaining balance is due and payable one week before the event date.** *Air BnB rentals need to be paid in full at time of booking.

What is your cancellation policy? Deposit is fully refundable if written notice is given and the event is cancelled at least 30 days prior to the date of the event. Deposit is non-refundable if the event is cancelled by you/your representative less than 30 days prior to the event. In the event that Lavender Marketplace & Workshops/Brandstater Design must cancel for any reason, any amount paid prior to cancellation will be fully refunded within three (3) business days.

Am I responsible for clean up? **Yes.** We give two hours after the event for clean up. Any rentals need to be taken that night or arrangements made to have them picked up the day after **by 11:00am. We offer one large trash can but any additional trash will need to be disposed of by the caterer or wedding party the day of the event.**

Do I need to provide my own insurance? ***Required:** You may get a rider from your homeowners insurance co OR get event insurance coverage from The Event Helper, WedSafe or any accredited insurance agency that can meet the requirements of **one million in general liability + alcohol.** We do not receive any money for this, just proof of coverage with **our name and address (Kim & Justin Brandstater 89 Olive Ave Sierra Madre CA 91024)** on it. Clients report this cost to be between \$50-\$125 for a 1-day plan. Please have a copy of the policy sent directly to Kim Brandstater via email.

Is there space to prepare food? Depending on the size of your event, Lavender Marketplace & Workshops has an outdoor kitchenette with sink, burners, grill, outlets and counterspace. Please feel free to email and inquire about any restrictions.

Additional Info: We do not allowed amplified music (DJs) but you're welcome to have music just not amplified.

No A/C in the conservatory but we do have a space heater. There is electricity in the conservatory and a few outlets outside. Restroom is located in the back of the main house. We also have an extra outdoor garden sink for washing hands. There is absolutely **no smoking allowed on site.** Candles are allowed, however, they must be contained in votives.

Free street parking is available.