

LAVENDER MARKETPLACE & WORKSHOPS VENUE RENTAL 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 medium and small gatherings from intimate showers and wedding **receptions** (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.

Workshops needing table space: 12-14 students

Wedding Receptions: We can accommodate up to 100 guests for a reception.

Other services we offer:

- We offer catering services for under 25 guests - *ask for our menu
- Flowers/table centerpieces and decorations *ask for price list
- We have a vintage teak bar that is available for beverages - we can do a mimosa bar * see pricing
- If you would like special decorations please let us know!

Rental fee for a party, shower, lecture event or concert :

10-45 GUESTS: Our rental fee per hour is \$250 with a three hour minimum.

46-100 GUESTS: Our rental fee per hour is \$350 with a four hour minimum.

Parties may have 1 hour set up time and 1 hour packing up time at no charge. We would love to help make your special day beautiful and affordable. Please send us an email detailing the nature of your event, estimated attendance, and timing and we'll get back to you as soon as possible.

How do I book a date? 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 Zelle. **The remaining balance is due and payable before the reserved time begins.**

What is our 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 - unless you would like to leave the cleanup to us for **\$150 for under 45 people events and \$250 for larger event.** If you bring your own dishes/glasses please bring your own bins to take dirty dishes when leaving. **PLEASE NO CONFETTI OF ANY KIND**

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 or any accredited insurance agency that can meet the requirements of 1-million in general liability + alcohol. We do not receive any money for this, just proof of coverage with our name **Kim & Justin Brandstater** and address on it. Clients report this cost to be between \$50-\$80 for a 1-day plan. Please have a copy of the policy sent directly to Kim Brandstater.

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: PLEASE NO CONFETTI OF ANY KIND

We do not have A/C in the conservatory but we do have a space heater. There is electricity in the conservatory and a few outlets outside. Restrooms are located in the back of the main house. We also have a 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.**