



EVENT HALL AMENITIES

Tables

- 60" rounds (45), 8' rectangle (24), 6' rectangle (12), serpentine tables (6), cocktail tables (11), and 48" rounds (2)

White Garden Resin Chairs

Foyer/Vestibule

- 2 "spool" tables
- 1 small wood/iron table

These tables can be used for signage, décor, photos, cards, etc. If you don't like the look of the "spool" tables, a 132" linen will cover them.

All tables and chairs are setup per the layout that is provided to The Cotton Mill 2 weeks before the event.

Garden Area just West of the Event Hall

Security Guards

- Up to 3 guards depending on guest count

Porter Service

- Coordinates with Caterer regarding trash removal
- Restocks and cleans restrooms
- Cleans up any spills during the event

All Day Access beginning @ 9:00 a.m. for the Family & Vendors to begin decorating

7-Hour Event Rental

- 5 ½ to 6 hours for Ceremony/Reception or Reception only
- 1 to 1 ½ hours for clean up
- The 7-hour event time will begin when the guests arrive (ex. If the ceremony starts @ 5:30, the 7-hour time frame will be 5:00p-12:00a)

Clean Up

- Family and Vendors are responsible for taking out all items they brought in for the event (see Client/Vendor rules)
- At the end of the night, the Porter will leave empty trash cans on the dance floor for the family cleanup.
- ALL Floral needs to either go home with the family or the florist. The dumpster is not available for floral cleanup.

Bar Service

- Clients are not allowed to bring in beer/wine/champagne or liquor
- Clients are required to use one of two Bar Service companies:
 - HD Liquid Catering 972-535-0980 www.hdliquidcatering.com
 - America's Finest Beverage 469-237-4243
americasfinestbartending@gmail.com

Catering Service

- Page 8 of the Contract is the Approved Catering List. If you choose to go off of that list, there is an additional fee of \$500.00.
- We recommend that you contact the Caterers via phone prior to email to obtain quotes and information.
- We do NOT have an ice machine on site.
- The prep area contains one standard size refrigerator. It will hold up to 8 (10 lb) bags of ice

Candles

- We do allow real candles on the tables for décor as long as they are in glass containers (or votives)
- LED or fake candles can be used in the lanterns that we rent and must be used in the hallway leading to the Dye Room (penny-round floor) or in the Grand Hallway

Pets

- We are a pet friendly venue!
- Please make sure you have the proper items (bags, etc.) to clean up after your pet(s)