



THE LOFT AT PICKWICK PLACE

Wedding Guide





Welcome

The Loft Team's approach to making your dream wedding a reality.

The Details

Get an itemized look at services and pricing for weddings.

FAQs

We answer frequently asked questions about set up, catering, accessibility and more.

Schedule a Tour & Book

Learn how to schedule a tour and check your date availability.



THE PICKWICK PLACE
STALLS | LOFT | MARKET

loft@thepickwickplace.com



Make Your Dream Wedding A Reality...without the headache

What if your wedding venue was more than a gathering place? What if your wedding venue could make wedding planning simpler? What if your wedding venue could eliminate pre-wedding anxieties?

Your wedding day will be one of the most memorable days of your life. Yet, sadly for too many, it ends up causing some of the most stressful days of your life getting there! Planning a wedding can feel like a never-ending task list, constant questions and decisions wrapped up in spoken and unspoken expectations.

You want it to be perfect, but oftentimes, perfect comes at the cost of your sanity. This constant whirlwind ends up making too many couples only look forward to their big day just so it can be behind them!



We believe you deserve better.

When you book your wedding at The Loft at Pickwick Place, you receive more than a picturesque wedding venue. You receive a team to support you through the whole process from planning through execution.

With services like our Day of Event Coordinator, Emcee, and House Bartender we can help eliminate the stress around finding volunteers to keep things on track and moving smoothly during your day. The Loft at Pickwick Place also allows couples to breathe easier with the convenience of an all-in-one location that comes with features like rental decorations, linens, room set-up and clean-up and more.

Whether you are planning a large wedding or an intimate gathering, we know every small detail counts. We have been honored to serve hundreds of couples on their wedding day, and we look forward to doing the same for you.

The Loft Team

THE LOFT ADVANTAGE

The Loft at Pickwick Place offers more services than an average wedding venue.

You gain a support team to guide you through planning and carrying out every detail on your special day.

The all-in-one location comes with features like rental decorations, linens, room set-up and clean-up and more.





The Details

Hopefully by now you're thinking, this sounds great! But you're probably also wondering how booking your wedding at the Loft at Pickwick Place can help make your dream wedding come to life without the headache.

So, let's dig into some of the details.

First, let's look at the space...



There are two main levels to the facility. The bottom floor is home to the Chapel. With handmade wooden benches and modern amenities, the Chapel offers an ideal place for wedding ceremonies or intimate receptions.

The second floor houses an elegantly-restored brick reception hall that can seat up to 240 people. We provide the tables and chairs as part of your booking (and we also have in-house linen services available if needed) along with room set-up and clean-up.

High-quality audio/visual systems are installed throughout the building giving you access to a plug and play sound system and synchronized television screens.



The space also offers two getting-ready rooms for the bridal party along with a prep kitchen for your caterer. There is ample parking on the grounds, and the building is fully handicap accessible.

The space is great, but how does that help eliminate my anxieties?

We do that through our services...

When you book your event at the Loft at Pickwick Place you will be connected with Kathy, our Day of Event Coordinator.

Kathy's singular mission is to understand your wedding vision and ensure every detail is executed as needed on the big day. To do that, Kathy will stay in touch with you throughout your planning process with helpful reminders, tips and encouragement.

She will also connect you with additional services and resources that may be helpful for you based on your specific wedding needs.

When your wedding day arrives, Kathy will be there to coordinate your rehearsal, oversee the room set up, execute your wedding day timeline and coordinate with any additional vendors. You will never have to worry if something will work or where something is because Kathy will be there guiding you through it all.





We also strive to simplify your planning process with a wide variety of add-on services that include a house bartender (required for weddings serving alcohol), event emcee, rental items, napkin folding and more.

General Venue Pricing

In-Season (April - October)

Friday/Sunday: \$2,500

Saturday: \$4,000

Off-Season (November - March)

Friday/Sunday: \$2,000

Saturday: \$3,000

Services included with your booking:

- Access to the Loft from 7 am - midnight
- Two getting-ready rooms with personal bathrooms
- Caterer's prep kitchen
- Day of Event Coordinator
- Audio/visual system, including microphones, plug and play speaker system and televisions
- Heating and air conditioning
- Room set-up and tear-down (does not include decorating unless items rented through the Loft)

Additional Services

House Bartender

Are you looking to have a bar at your wedding? We've got you covered!

Our House Bartender, Diane, will help you coordinate all of the details and man the bar throughout your reception (up to 7 hours).

Diane will help you think through your drink menu and advise you on the items needed to make your wedding bar a success. Access to a large steel trough with ice is included in the service fee.



Bartender Pricing

- \$250 for weddings with up to 150 guests.
- \$450 for weddings of 150+ guests.
- Weddings that exceed 7 hours will be invoiced at an additional \$25/hour per bartender. This is a required add-on service for weddings serving alcohol.

Event Emcee

One frequent misconception about weddings is that many couples assume once the reception kicks-off, the sequence of events just naturally happens after that and guests will know what to expect. But haven't we all been to that wedding where no one is quite sure what is happening next or it drags on without explanation?

Have you thought about who will be the guest-facing voice for your wedding? The one who will introduce the wedding party at the reception, announce/release for dinner, open the dance floor and communicate pivotal moments like the cake-cutting, first dance etc.

A wedding emcee is often one of the most forgotten duties and many couples are left scrambling to find a family member or friend to step in at the last minute. There's no need for scrambling when you book your wedding at the Loft at Pickwick Place!

While your Day of Event Coordinator is keeping things moving and on track behind the scenes, our Emcees, Ethan and Jacob, will keep everything on schedule with your guests. They can also manage all of your sound system needs throughout the day, though you will be responsible for providing a custom Spotify playlist for your reception.

Event Emcee Pricing

- \$450 for up to 7 hours of play time.
- Weddings that exceed 7 hours will be invoiced at an additional \$25/hour.

Linens

The tables and chairs needed for your wedding are included in your overall booking price, but many couples want to customize the look of the room using table linens.

This can be a headache to coordinate with outside vendors, so we make it easy for you by offering in-house linen options. All linens come pressed and set on the tables. The Loft staff will remove linens as part of the clean-up service included in your booking.

Linen Pricing

- Floor-length linen in standard colors (white, ivory): \$12 per linen
- Floor-length linens in premium colors: \$38 per linen
- 90" linens in standard colors (champagne, white, grey, navy): \$7 per linen
- 90" linens in premium colors: \$18.50 per linen
- 12" x 120" runner in standard colors (burlap, gold glitz, khaki, blush pink, slate grey, ivory lace): \$3 per runner
- 12" x 120" runner in premium colors: \$5 each
- Linen napkins in standard colors (coral, navy, white, eggplant, burgundy, pale blue, charcoal, ivory): \$.50 per napkin
- Linen napkins in premium colors: \$1.25 per napkin

Napkin Folding

There are a ton of big and small details that require attention the day of your wedding. One tedious but important detail includes napkin folding. Our team at the Loft can help with that! We will fold all of your napkins and set up at each place setting.

Napkin Folding Pricing

- \$125 for standard rectangular fold placed over the edge of the table at each seat

Dinnerware

Some caterers provide dinnerware within their services, but it's not uncommon to have to provide your own either. That's why we have an inventory of dinnerware you can rent for your big day to alleviate that headache right away!

Dinnerware packages are available for \$10 per guest and includes a choice of three pieces of dinnerware and standard flatware (two forks, one knife and one spoon). Additional pieces are available for \$1 each, excluding wine glasses. Wine glasses are priced separately based on size and total glassware requested.

When you rent your dinnerware through The Loft, our team can also provide table-setting service so you don't have to worry about it! This is a great feature, especially if you are renting your table linens from The Loft already.

Dinnerware Pricing

- \$10 per guest. Additional items available for \$1/piece, excluding wine glasses. Table set-up service available for \$125.

Rental Items

Every couple has a vision for how they want their wedding to look, but what do you do with 30 wood slices and lanterns after the event? You may be able to resell some items, but it's hard to recoup all of your investment. More often than not, many of these items end up being donated or sitting in storage bins in a basement somewhere for years after.

We've seen too many couples go through this problem, and we want to help you avoid that! Using a wide array of wedding looks and styles, our team has developed a wide inventory of rental items that you can use to bring your special day to life. The best part? You don't have to figure out what to do with everything afterwards!

Rental items include sign and accent pieces, ceremony decor packages, centerpieces, tree slices, lanterns, garlands and bouquets, jars and vases, crates and tubs, easels, stands, lights, card boxes and more. Visit our [rental items store](#) to view the different looks of the Loft.



Frequently Asked Questions

Q1: What are your decorating policies?

A: Though the facility has a natural beauty already, many couples will opt to rent or bring additional decorations to bring their vision to life. This is not a problem, we only request that you do not use any nails or tacks on the walls, ceilings and floors.

Q2: Can I burn candles?

A: Couples are permitted to use a unity candle in their wedding ceremony. Lit candles are permitted as decorations if used in an appropriate container. Your Day of Event Coordinator can help clarify the type of container you would need for your candles.

Q3: Will we have access to the building the day before to run a rehearsal/decorate?

A: We do not guarantee access to the building the day before due to other wedding and event rentals. In the event that the space is rented out the day before your wedding your Day of Event Coordinator will work with you to schedule a time the week prior or even the morning of your wedding for a rehearsal. If 90 days the Loft is not booked 90 days prior to your wedding day you have the option to rent the space the day before for an additional \$500. This is a great option for weddings that want to set up for their event the day before.

Q4: What is included in the caterer's kitchen?

A: The caterer's kitchen includes a three-door refrigerator, a freezer, a small microwave, a sink, and counter space.

Q5: Is the facility handicap accessible?

A: Yes, the Loft is equipped with an elevator to provide access to the 2nd floor reception space for anyone who cannot navigate stairs. We also offer handicap parking right outside the building.

Q6: Do you require a deposit?

A: Yes, you will be required to submit a \$500 security deposit upon booking. Your security deposit will be returned to you within 30 days of your wedding. We do reserve the right to retain all or part of your security deposit for excessive wear and tear on the building, cleanup beyond what is considered normal, or any damages or missing items. Rental items not returned will be billed at replacement cost, not rental cost.

Q7: What is included in room set-up and clean-up?

A: The Loft team will set up your tables and chairs according to the room layout approved during the planning process. If linens and napkins are rented through the Loft, we can set those up on each table if requested. You are required to remove all personal items at the end of the night and pick up any trash left on tables. We will take care of the linens (if rented through the Loft), take out the trash, remove tables and sweep floors.



Useful Dimensions

- **Chapel Aisle:** 55' from first chair to last bench
- **The Chapel Room:** 36' W x 72' L x 8' H (chapel doorway is 6.5' high)
- **Chapel Barn Doors:** 7'8" H x 4' 4" W
- **Upstairs Foyer:** 16' W x 32' L
- **The Loft Reception Room:** 36' W' x 100' L
- **Chairs:** 35" back height, 18" seat height (from floor)
- **Chapel Windows:** There are 18 windows total and measure 57" wide
- **Reception Barn Doors:** 7' H x 6' 4" W

SCHEDULE A TOUR & BOOK VENUE

We hope you will consider booking your wedding at The Pickwick Place! Contact us as loft@thepickwickplace.com to schedule a tour of the facility.

You can also [view our booking calendar online](#) to check your date availability.

We look forward to helping you make your special day one to remember for a lifetime!



Contact us at loft@thepickwickplace.com.