



THE LOFT AT PICKWICK PLACE

Wedding Guide

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, House Bartender, and Decor Rentals 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

Pricing, Services & Dimensions

In-Season (May-October)

Friday: \$3,000 *includes half day rental on Thursday (day before) from 1pm-9pm

Saturday: \$4,000

Sunday: \$2,500

Off-Season (November-April)

Friday: \$2,500 *includes half day rental on Thursday (day before) from 1pm-9pm

Saturday: \$3,000

Sunday: \$2,000

Services included with your booking:

- Access to the Loft from 7 am - 11:00 p.m., all personal belongings must be removed by 11:00 p.m.
- One hour time slot to use The Chapel for your dress rehearsal
- 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)

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
- Chapel Arch:** 7.5' H x 7' W (Top is 8' L with 6" overhang, depth of arch is 18")



Additional Services

We 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 and more.

Bartending 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.*

Rental Items:

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 signs and accent pieces, centerpieces, tree slices, garlands, and more. Visit our rental items store to view the different looks of The Loft.

<https://the-loft-at-pickwick-place.square.site/>



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. 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 needed.

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

A: Each package includes one hour to use The Chapel for your dress rehearsal. 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.

-Friday event rentals: Includes a half day rental on Thursday (day before) from 1pm-9pm, this also includes time for your rehearsal.

-Saturday event rentals: If at six months prior to your wedding, the day before has not been booked, you may reserve the building for Friday setup from 1pm-9pm (includes time for your rehearsal) for an additional \$500

-Sunday event rentals: no day before rental options but Day of Event Coordinator will work with you to schedule your rehearsal.

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 after 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. The deposit does not go towards your venue payment balance.

continued on next page

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, those will be placed on the tables. 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.

Q8: What items do you offer to rent?

A: The Loft has several decor options, tablecloth linens, and napkins for rent. Items rented through the Loft will be set up and taken down by our staff. All of our rental items can be found at <https://the-loft-at-pickwick-place.square.site/>

Q9: Do you require insurance?

A: Yes, we require you to provide the Loft a Certificate of Liability Insurance Coverage (minimum of \$1,000,000) for any claims of damage arising out of the Lessee's activities at The Loft.



Contact us at
loft@thepickwickplace.com

Next steps for booking:

You have had your tour of The Loft and you are reading to say YES. Your next steps is to pay the security deposit and sign the contract. Please email loft@thepickwickplace.com to receive the contract and invoice for the deposit. Once we have both of those items, the following are good dates to keep in mind:

-Half of your venue payment is due a year prior to your wedding date, invoice will be sent a month prior to the due date.

-Your final venue payment is due six months prior to your wedding date, invoice will be sent a month prior to the due date.

-Your bartending fee is due one month prior to your wedding date, invoice will be sent a month prior to the due date.