

# THE MITTEN BUILDING

## EVENTS AND RECEPTION FACILITY AND FLORAL DESIGN STUDIO

### History

The Mitten Building was built in 1890 as the Haight Citrus Packing House. Next, it became Mitten Letter Factory from approx. 1940 - 1980. The building was empty for many years until it was restored by the current owners who appreciated it's historical significance. Our family started leasing the building for the events and floral business in 2000. It has been the perfect fit for many successful and unique events ever since.

### Basic Rental

- Our Main Room will seat up to 500 guests for a buffet or sit down dinner, wedding ceremony, dancing and entertainment.

Our Summerbell ballroom can accommodate up to 230 guests seated and up to 100 for ceremony

- We can accommodate any type of event that you can think of: wedding receptions, school dances, dinner events, fundraisers, birthday parties and many more.

### Floral Design Studio

- We can provide bouquets for your wedding party and even aisle decor to make your ceremony perfect - even off site. We also offer rental centerpieces, votives & vases. Delivery is available.
- Email Jami directly at [mittenbuilding@gmail.com](mailto:mittenbuilding@gmail.com) if you are interested in a quote. Jami Spencer has been doing weddings exclusively since 2000. To view her work there are photos of the flowers in our office and on our web site.

### Available by appointment.

For reservations or questions please contact us at (909) 793-1294

[mittenbuilding.com](http://mittenbuilding.com)    [mittenbuilding@gmail.com](mailto:mittenbuilding@gmail.com)

345 A. North Fifth Street - Redlands, CA 92374

## **Ceremony Rental Includes:**

**One extra hour** of guest time for your ceremony

One hour for **wedding rehearsal**

**Use of Bridal Room** for Bride and Bridesmaids 2 hrs. directly prior to ceremony and during event time.

**Six 5 foot tall black wrought iron candle stands** with ivory pillar candles down the aisle

**Eight glass hurricane vases with ivory candles** down the aisle

**Arbor for altar area** either white fabric or Wrought Iron

**2 Candelabras** for altar area

**Chairs** for each of your guests

## **Wedding Ceremony Prices:**

For 100 guests: \$ 700

For 150 guests: \$ 750

For 200 guests: \$ 800

For 250 guests: \$ 850

For 300 guests: \$ 900

For 350 guests: \$ 950

Add \$ 1.00 for each additional guest.

Prices good thru August 1st, 2015

Rehearsal reservations may be placed at **8 weeks prior to event** or later.

Rehearsals take place **Monday through Thursday** based on availability.

Rehearsals must be scheduled by client.

**Coordinator and officiant not provided.**

For Wedding Ceremonies Only without a reception at The Mitten Building add \$100.00

Fridays, Saturdays and Sundays 11 AM is the latest time available for a Ceremony only start.

100 guests maximum for ceremonies in the Summerbell Room or Summerbell patio

### **BASIC RECEPTION INCLUDES:**

- Complementary setting of your party favors and fabric table toppers.
- 2 hours of set up time for vendors and decorating directly before guest time
- 5 hours of exclusive rental time for evening events, 4 hours of exclusive rental for daytime events
- Seating (natural wood chairs) and 60 inch round tables for 8, 9 or 10 guests each
  - Linen tablecloths and napkins (choice of color in our collection)
    - Six 6 foot serving tables
  - Up to four 6 foot tables for main table
    - 48" round cake table
    - 48" round punch table
    - 4 Tall bar tables

### **SUMMERBELL RENTAL ADDS:**

- Complementary LED colored uplights
  - Patio area

### **DEPOSIT INFORMATION**

- \* A nonrefundable deposit of \$1,000 is due upon booking our facility which will be applied to total cost of your event. A second \$1,000 deposit is due at the halfway date to your event. The remaining balance is due 14 days prior to your event.
- \* A security/cleaning deposit of \$500.00 will be due 14 days prior to event. Damage deposit is returned to you the week after your event.

### **ADDITIONAL COSTS AND SERVICES**

- \* Extra hours may be added for \$500.00 per hour up until 1 am, subject to availability.
- \* Extra setup hours may be added for \$100 per hour subject to availability.
- \* Dance floors may be added thru the mitten building only - \$350 for 16 foot square or \$525 for 20 foot square.
- \* Additional Liability insurance is required for your event and usually runs up to \$195 covering alcohol service (Available thru [wedsafe.com](http://wedsafe.com) or 877-723-3933).
- \* For an additional cost we have a floral studio and rentals to supply you with any flowers, centerpieces, or decorations you may need for your ceremony, reception, or centerpieces. Please call to schedule an appointment to discuss the details.



# Room planning at The Mitten Building

60 inch tables are provided for your guests.  
Our 60 inch tables accommodate 8, 9 or 10 guests per table.

## **Our Main Room can accommodate:**

**20 tables downstairs without dance floor.**

**Balance of tables over 20 would be on our mezzanine level.**

Add 1 table if no buffet, add 1 table if no head table.

200 guests with 10 guests per table

180 with 9 guests per table

160 guests with 8 guests per table

**18 tables downstairs with dance floor.**

**Balance of tables over 20 would be on our mezzanine level.**

Add 1 table if no buffet, add 1 table if no head table.

180 guests with 10 per table

162 guests with 9 guests per table

144 guests with 8 guests per table

## **Our Summerbell Room can accommodate:**

**23 tables without dance floor.**

**Add 1 table if no buffet, add 1 table if no head table.**

230 guests with 10 guests per table

207 with 9 guests per table

184 guests with 8 guests per table

**19 tables with dance floor.**

**Add 1 table if no buffet, add 1 table if no head table**

190 guests with 10 per table

171 guests with 9 guests per table

152 guests with 8 guests per table

# Ceiling décor at The Mitten Building

**Patio style large string lights:** Rental of 4 100 foot strands, East to West: \$275

**6 strands of White or Black Tulle and Twinkle Lights** from center of ceiling to corners: \$150

If you would like to bring in your own fabric and lights 6 sections of 40 feet each are needed, of both tulle/fabric, and twinkle lights white lights. Cost for installing your fabric and lights: \$250

**Wood posts wrapped** in white lights and white fabric: \$25 per post

**3 Runs of fabric** in ceiling: \$250

\*Above prices include hanging fabric and taking fabric down. If you would like to bring in your own fabric it takes 276 ft. (92 yards) of fabric for three runs. We have also have a plan with the fabric drawn out to explain how the fabric would be hung. Please ask if you would like it emailed to you.

## **Paper Lanterns in Ceiling:**

We have white or orange paper lanterns in stock for the following

You may also supply your own lanterns (price is the same if you provide lanterns or you use our rental lanterns), please deliver them to us 48 hours prior to your event:

Groupings:

Grouping of 5 paper lanterns in center of the room in ceiling lit with light bulbs. \$50

Grouping of 7 paper lanterns in center of the room in ceiling lit with light bulbs. \$60

Grouping of 7 paper lanterns in spread at different heights over main table - lit with light bulbs. \$70

To cover the bulbs on the chandeliers:

6 per chandelier x 6 bulbs - 36 (Mitten has a mixture of light teal, super light teal, light brown)

Lit lanterns of various sizes Spread thought the ceiling:

25 lanterns spread on ceiling of lower level in main room or entire ceiling in Summerbell: \$950

45 lanterns spread on ceiling of lower level in main room or entire ceiling in Summerbell: \$1,550

65 lanterns spread on ceiling of lower level in main room or entire ceiling in Summerbell: \$2,050

\* Add \$800 to have lanterns on control panel so that they will blink - dim etc.

## **Lit Garland in Ceiling:**

\*Included with all December rentals in the Main Mitten Building. Can be added to Summerbell ceiling as well but at additional cost noted below.

4 sets of swags in silk pine with white lights for ceiling in Main Mitten: \$800

3 swags of silk pine for Summerbell: \$700

**Liability Insurance** - The Mitten Building requires each of our clients to carry comprehensive liability insurance of at least \$1,000,000. To obtain this insurance you may either name us on an existing home owners or business policy listing alcohol coverage, or you may contact Wed Safe insurance company at 877-723-3933 or [www.wedsafe.com](http://www.wedsafe.com), for a one day policy (costs \$175.00 with alcohol coverage). If you will be serving alcohol at your reception you must make sure that liquor is listed on your insurance coverage policy. **A copy of your insurance listing “Jami K. Spencer and The Mitten Building as additionally insured, listing alcohol coverage” and must be faxed (Fax: (909) 793-2262), or mailed (345A N. 5th St., Redlands, CA 92373) to our office and received no later than two weeks (14 days) prior to your event** if it is received 7 to 14 days prior to your event you will be charged a \$ 100 service fee. If it is received 3 to 6 days prior to your event you will be charged a \$300 service fee. Between 2 to 0 days prior, your event will be canceled without refund.

**Catering** - Any catering service must be contracted through The Mitten Building.

**Beer, Wine, and Mixed Drinks** - Clients and guests are not allowed to bring in their own alcohol at any time. If you would like alcohol served you must hire The Mitten Building to serve your drinks. Call The Mitten Building for more information (909)793-1294. In any case where alcohol is to be served you must provide proof of insurance and liquor liability naming Jami K. Spencer and The Mitten Building as additional insured on a \$1 million liability policy. Proof of insurance must be received two weeks prior to your event or no alcohol may be served. Any time we find state laws being broken such as underage drinking, violence, destruction of property, or disorderly and disrespectful conduct your event will be ended without a refund. Remember you are liable for all of your guests.

**Other Vendors** - Such as Cake Bakers, DJ's, Decorators, Florists, Photographers, etc. Any vendor that you choose to hire will be given two hours of set up time directly before your event and must be out of the Mitten Building by your contracted end time. If they need to come any sooner you will be charged for the extra staffing time at \$100.00 per hour and time is limited to availability.

**Time** - You have the Mitten Building for the times listed on your contract. Two hours of set up time are given directly before your event and is for vendors and set up only. Guests are allowed at noted event time. **Clean up must be finished by the noted end time listed on your contract. Any overtime will be charged \$500.00 per hour.** This means that all guests, vendors, DJs, supplies, rentals, and clean up must be finished by your contracted time or you will lose part or all of your cleaning/security deposit.

**Payment** - Personal checks, money orders and cash accepted. Make checks payable to The Mitten Building. Credit and debit cards not accepted.