

THE MITTEN BUILDING

EVENTS AND RECEPTION FACILITY

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 its 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

We have two rooms:

Our **Main Room** will seat up to 500 guests for a buffet or sit down dinner, dancing and entertainment. 300 guests for wedding ceremony.

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.

Catering and bar service must be provided by The Mitten Building.

Available by appointment.

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

mittenbuilding.com

mittenbuilding@gmail.com

345 A. North Fifth Street - Redlands, CA 92374

WEDDING CEREMONIES AT THE MITTEN

Included:

One extra hour of guest time for your ceremony

One hour for **wedding rehearsal**

Use of bridal room for Bride and Bridesmaids 2 hours directly prior to ceremony and during event time.

Black wrought iron candle stands with ivory pillar candles down the aisle

Glass hurricane vases with ivory candles down the aisle

Arbor for altar area either white fabric or wrought iron

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.

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

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.

Fridays, Saturdays and Sundays AM ceremony only timeline:

8 AM-10 AM setup, 10 AM to 11 AM ceremony. 11 AM to 11:30 AM clean up.

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

BASIC RECEPTION RENTAL

- 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 (Fri, Sat, Sun)
 - 4 hours of exclusive rental for weeknight (M-Th) and 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 inch round cake table
 - 48 inch round punch table
 - 4 Tall bar tables

SUMMERBELL RENTAL ADDS:

- Complementary LED colored uplights
 - Patio area

DEPOSIT INFORMATION

Payments made by check or cash only.

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.

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.

Security/cleaning deposit is returned to you in full following your event if no damage occurs.

ADDITIONAL COSTS AND SERVICES

If available, extra event hours may be added for \$500.00 per hour up until 1 am.

If available, extra setup hours may be added for \$100 per hour.

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

(Insurance available from wedsafe.com).

BASIC RENTAL PRICING AT THE MITTEN BUILDING

05/18/18

Main Room		Saturday 11AM - 3PM	Sat PM and *Holidays Start time 6pm or later	Fridays and Sundays Any start time	December Weeknights Monday - Thursday	Weeknights Monday - Thursday	Weekday Lunch 11am - 3pm Monday - Friday
GUEST COUNT							
50	\$2,000	\$6,200	\$4,200	\$2,200	\$1,200	\$800	
75	\$2,100	\$6,200	\$4,400	\$2,400	\$1,400	\$900	
100	\$2,200	\$6,200	\$4,600	\$2,600	\$1,600	\$1,000	
125	\$2,300	\$6,200	\$4,800	\$2,800	\$1,800	\$1,100	
150	\$2,400	\$6,200	\$5,000	\$3,000	\$2,000	\$1,200	
175	\$2,500	\$6,200	\$5,200	\$3,200	\$2,200	\$1,300	
200	\$2,600	\$6,200	\$5,400	\$3,400	\$2,400	\$1,400	
225	\$2,700	\$6,400	\$5,600	\$3,600	\$2,600	\$1,500	
250	\$2,800	\$6,600	\$5,800	\$3,800	\$2,800	\$1,600	
275	\$2,900	\$6,800	\$6,000	\$4,000	\$3,000	\$1,700	
300	\$3,000	\$7,000	\$6,200	\$4,200	\$3,200	\$1,800	
325	\$3,100	\$7,200	\$6,400	\$4,400	\$3,400	\$1,900	
350	\$3,200	\$7,400	\$6,600	\$4,600	\$3,600	\$2,000	
375	\$3,300	\$7,600	\$6,800	\$4,800	\$3,800	\$2,100	
400	\$3,400	\$7,800	\$7,000	\$5,000	\$4,000	\$2,200	
425	\$3,500	\$8,000	\$7,200	\$5,200	\$4,200	\$2,300	
450	\$3,600	\$8,200	\$7,400	\$5,400	\$4,400	\$2,400	
475	\$3,700	\$8,400	\$7,600	\$5,600	\$4,600	\$2,500	
500	\$3,800	\$8,600	\$7,800	\$5,800	\$4,800	\$2,600	
		Holiday falls on Sat. add \$800					
	\$6 additional guest 4 hour rental	\$8 additional guest 5 hour rental	\$8 additional guest 5 hour rental	\$8 additional guest 5 hour rental	\$8 additional guest 5 hour rental	\$8 additional guest 4 hour rental	\$4 additional guest 4 hour rental

Summerbell Room

GUEST COUNT	Saturday 11AM - 3PM	Sat PM and *Holidays Start time 6pm or later	Fridays and Sundays Anytime	December Weeknights Monday - Thursday	Weeknights Monday - Thursday	Weekday Lunch 11am- 3pm Monday - Friday
50	\$1,500	\$3,000	\$2,500	\$1,500	\$1,000	\$700
75	\$1,600	\$3,200	\$2,700	\$1,700	\$1,200	\$800
100	\$1,700	\$3,400	\$2,900	\$1,900	\$1,400	\$900
125	\$1,800	\$3,600	\$3,100	\$2,100	\$1,600	\$1,000
150	\$1,900	\$3,800	\$3,300	\$2,300	\$1,800	\$1,100
175	\$2,000	\$4,000	\$3,500	\$2,500	\$2,000	\$1,200
200	\$2,100	\$4,200	\$3,700	\$2,700	\$2,200	\$1,300
225	\$2,200	\$4,400	\$3,900	\$2,900	\$2,400	\$1,400
		Holiday falls on Sat. add \$800				
	\$4 adds guest 4 hour rental	\$8 adds guest 5 hour rental	\$8 adds guest 5 hour rental	\$8 adds guest 5 hour rental	\$8 adds guest 4 hour rental	\$4 adds guest 4 hour rental

To add Summerbell rental to Main Room rental add price for 50 guests on same day and time.

HOLIDAYS: Valentine's, St. Patrick's, Easter, Memorial, 4th of July, Labor Day, Halloween, Thanksgiving, Christmas Eve, Christmas, New year's eve and New Year's day.

CEILING DECOR AT THE MITTEN BUILDING

Patio style large string lights (four 100' strands total): \$375

6 strands of white or black tulle and twinkle lights from center of ceiling to corners: \$300

3 Runs of fabric: \$300

During the month of **December** both rooms are decorated for the holidays.

Holiday décor is not removable during the month of December.

Client may bring in real candles. Candles **must** be in vase or jar taller than candle.

No candles on floor. Cleanup fee applies if wax is spilled on linens or carpet.

Any custom décor requested by client requiring a ladder for installation must be installed by The Mitten Building at \$50 per hour labor.

SEATING AT THE MITTEN BUILDING

60 inch tables are provided for your guests.

60 inch tables fit 8, 9 or 10 guests per table.

Our **Main Room** can accommodate:

Maximum 20 tables downstairs without dance floor.

Maximum 18 tables downstairs with dance floor.

In main room additional seating would be on mezzanine level.

Our **Summerbell Room** can accommodate:

Maximum 23 tables without dance floor.

Maximum 19 tables with dance floor.

Note: The Summerbell Room patio can accommodate a maximum of 100 guests for ceremonies.

DETAILS ABOUT EVENTS AT THE MITTEN BUILDING

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

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, for a one day policy (costs \$175.00 with alcohol coverage).

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

Bar - 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. Any time we find state laws are 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 - 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.