



Frequently Asked Questions

- What is the maximum number of guests your facilities can accommodate?
 - The pavilion can accommodate up to 275 guests. However, this will require use of the loft for table setup.
 - The outdoor ceremony areas vary depending on site but can accommodate at least 100.
- Can we have an outdoor wedding?
 - Yes! We have several outdoor ceremony sites all with the perfect backdrop for saying "I do."
- If we want to use the pavilion for a reception only, is the price different?
 - Yes, there is a discount of \$300 for an offsite ceremony.
- If we want to use the grounds for a ceremony only, is the price different?
 - Yes, we have a ceremony only option for \$1,000.
- Do you have a bride/groom lounge?
 - Our lounge has a full-length mirror, vanity spaces, and a private bathroom for the wedding party.
 - Our loft is a great place for the wedding party to hang out as they prepare for the big event equipped with a TV, couches, and coolers.
- Do you allow outside vendors?
 - Yes, if interested, ask about our list of suggested vendors.
- Do you provide tables, chairs, and linens?
 - Yes tables, chairs, and linens are included with all rentals, and the Small Grand Things staff will set up the tables, chairs, and linens for you.
- Who is responsible for cleaning tables and trash removal?
 - Clean up is included with all three All-Inclusive packages! Just pick up your décor and we will handle the rest.
 - Courtesy cleaning, please leave the building as you found it by picking up all trash from bathrooms, kitchen, floors, suites, lounge, and outdoor areas.
 - You only need to worry about taking home your décor with you. The vendors and Small Grand Things staff will take care of tearing down the tables, chairs, trash removal, and cleaning the bathrooms, kitchen and floors.
 - Don't want to worry about cleaning, we can do that too as an Add On for \$300
- Do you provide alcohol? Can we bring our own alcohol?
 - All alcohol must be brought in. SGT staff does not sell or serve any alcohol. Beer, wine, and champagne are allowed in. Any liquor will require a liquor liability policy covering Small Grand Things as well. You can obtain this through insurance agencies or online.

- Can we bring our own décor?
 - Yes, Small Grand Things wants to make every event special. Every effort will be made to allow clients to prepare decorations reflecting their creative requirements. Further decorating details will be discussed during your tour of our facilities.
- Do you have any banned items?
 - Yes, we do not allow real flower petals to be thrown in the pavilion as they stain the concrete floor. No real candles are allowed due to smoke staining our natural wood walls. Charges will occur for any wax on tablecloths or facility. No silly string, confetti, glitter, or rice can be thrown in the pavilion.
- Do you require a security deposit?
 - Yes, a security deposit of \$250 is held throughout the weekend and will not be cashed or withdrawn from your account unless something is damaged or broken.
- Do you allow animals?
 - Absolutely, yes! We are a pet friendly event center.
- Do you allow smoking?
 - Small Grand Things is a non-smoking event center. We are smoke and vape free 100' from the main doors. By Iowa Law, there is no smoking or vaping inside or within 100' of a business. This includes Small Grand Things venue and guest house. Smoking receptacles are placed in the smoking area. Smoking areas are provided.
- Do you provide shuttles from the parking lot to the pavilion?
 - Yes! We have two shuttles we run to assist elderly, handicapped, and other guests safely to the pavilion.
 - We do ask for a Gate List for guests who are unable to use the shuttle and need to drop off from their vehicle at the pavilion doors, such as those in a wheelchair or with an oxygen tank. We will then valet their vehicles back out to the parking lot and assist when they are ready to leave.
- Is there nearby lodging for out-of-town guests?
 - Yes, the nearest hotels are Kingsley Inn and Guest House, Quality Inn and Suites and Cobblestone Inn and Suites, all located in Ft. Madison.
- What additional services do you provide?
 - Please inquire about our Additional Rental items that can be added to any facility rental package at your showing. Additional services and rentals can be added prior to your event date but payment for these services/rentals will be billed separately and due the week of the event.
- Can we have our rehearsal onsite?
 - Absolutely, we recommend having rehearsal the day before at the same time as your ceremony time so you know the lighting or shade availability and can plan accordingly.



- We **do not** accommodate Rehearsal Dinner. The pavilion will already be set and decorated for your reception. We cannot also set for rehearsal dinner and keep everything clean and guest ready for the next day.
- What is your cancellation policy?
 - If your event is cancelled for any reason, the following policies shall apply:
 1. Other than your Date Hold Deposit, SGT is unable to issue refunds under any circumstances.
 2. If your event is cancelled more than 120 days before the event, SGT will refund your Date Hold Deposit and credit your balance paid for future facility rental within one year of your original booking.
 3. If your event is cancelled less than 120 days before your event, SGT will not be able to provide a credit toward future facility rental or refund any balances paid, other than the Date Hold Deposit.
 - If your event is cancelled, you will be asked to sign an Event's Cancellation form to void any remaining balances due to SGT.
- What is needed to hold my date?
 - A \$500 deposit and a Date Hold Agreement must be filled out to secure your event date and time.
 - Within 30 days of your Date Hold Agreement being signed, an Initial Consultation will be scheduled to review packages, services, and contract. This meeting will be held in person, on the phone, or over email.
 - Within 10 days of the initial consultation a signed contract must be returned.
 - If booking is not confirmed by this deadline, your deposit is forfeited, and your wedding date and time will be released.
 - A payment schedule for the remaining balance will be made with contract signing. Final payment for all services will be due 30 days prior to your event date.