



THE OUTDOOR ART CLUB

FREQUENTLY ASKED QUESTIONS

What is the rental fee? Current rental rates are \$5,000 for Saturday and \$4,600 for Friday and Sunday.

What hours do I have access to the facility? You will have access to the facility beginning at 10 am on the day of your event. Events must end by 11:00 pm on Fridays and Saturdays, and by 10:00 pm on Sundays. Your caterer will have additional time to clean up.

How far in advance can I book my reservation?

You may book your event up to 18 months in advance. Check the calendar for available dates.

How many guests can I invite? The maximum number of guests is 150.

When can I tour the facility? The Outdoor Art Club is a private facility and you must have an appointment to tour the property. Guided docent tours are held on Saturday mornings between 10 am and 11:30 am. You may make a tour reservation on-line.

What is the deposit required to secure a date? Fifty percent of the rental fee is required to save your date. Once you receive your contract, you will have 10 business days to return it with your signature and deposit.

Are there any other fees? There is a refundable security deposit of \$1,500. Additional clean up time, if needed, is charged at \$100 per hour.

What insurance is required? You must purchase a one-day event insurance policy. The terms and the vendor are specified in our contract. Proof of Insurance must be sent to the Rental Manager prior to the event.

Do you have a preferred caterer list? Yes. You must use one of our preferred caterers, no exceptions. We will send you the list of preferred caterers upon request. No food trucks are allowed.

Can I tent? Yes. Portions of the front patio and wedding garden area may be tented by our exclusive tent provider, Big 4 Party Rentals in Novato.

Can I use candles and barbecues or do other outdoor cooking? No. Open flames of any kind are prohibited due to the historic nature of the facility. You are welcome to use battery-operated candles.

What about the liquor license? For a private event with no admission charge, all of our approved caterers have the necessary licensing to serve liquor. However, if you are charging admission to your event and/or selling liquor (e.g., offering a cash bar), a liquor license is required. You must provide proof of licensing prior to your event.

Who cleans up? You and your vendors must leave the building and grounds as you found it, including sweeping and mopping the floors in the kitchen, cleaning the kitchen countertops, and removing all recyclable and wet garbage from the property. Your caterer will manage the kitchen clean up.

Do you provide linens and glasses and patio heaters? No. Renters provide their own linens, glassware and patio heaters, all of which your caterer can rent for you.

How do I set up the tables and chairs? Two weeks before your event, please contact our Building Manager who will consult with you and arrange for tables and chairs to be set up and broken down. The contract includes two hours of labor to set up and two hours for break down and cleanup. Any extra clean up time will result in additional charges.

Can I bring in chairs? No. Inside the building, only the chairs and tables provided by the Club are allowed. Outside the building, you may rent your own tables or other furniture, but the only chairs permitted in the wedding garden are the Club's white garden chairs, which are available upon request.

Can I throw rose petals, rice, confetti, birdseed, etc.? You may not throw confetti, rice, birdseed, etc., anywhere on the property. Natural rose petals (not silk) can be used on the wedding patio only. The use of real rose petals indoors will result in staining and damages will be withheld from your deposit.

Can I bring in a band or DJ? Yes. Music must be less than 65 decibels up to 9:00 pm and less than 50 decibels thereafter. Decibel readings are at the gates of the property. Mill Valley noise ordinances restrict amplified music to indoors only. On Fridays and Saturdays, music must end at 10:30 pm. On Sundays music must end at 9:30 pm.

Can I move furniture outside? The Club's indoor chairs cannot be used outdoors. The Club's tables may be used outdoors with our white garden chairs. Tables must be brought into the clubhouse at the end of your event.

Can I bring pets/animals? No. Pets are not allowed on the property. Only certified service animals are allowed.

Can I hang anything from the chandeliers? No. Our fixtures are original and very fragile.

Can I hang anything on the entrance pergola? Yes. Using covered floral wire or nylon line, you may attach lightweight decorations such as twinkle lights or swags to the pergola. However, you may not hang anything from the mouth of the dragon.

Can I use nails, tacks, pins or sticky tape on the walls? You may not use any fastening device that penetrates the wall surface. This applies both indoors and outdoors. You may use low-tack masking tape, fishing line, or florist's wire with permission only. Inside the clubhouse there are designated hooks for decorations. You may not attach or fasten anything to the trees, shrubs or plant material in the garden.

Are there any other decoration restrictions? Any decorative materials, including fabric, must be certified as fire retardant, with the exception of table linens. Nothing may be attached to any lighting fixture or to the fire sprinkler piping.

What is the parking situation? All parking is on the street and in local lots. More information regarding parking is included in your contract packet. The Catholic Church parking lot is not available for use by renters or their guests, unless prior arrangements have been made with the church.

Is smoking permitted? The OAC is a NON-Smoking facility. There is NO SMOKING permitted in the building or anywhere on our grounds. If there is evidence of smoking on our property, there will be a deduction from the security deposit.

If you have further questions, please email our Rental Manager at rentals@outdoorartclub.org or our Building Manager at buildingmanager@outdoorartclub.org.