

Venue Information



Seating Capacities

West Room - 150-180

East Room - 200-250

Lexington Room - 40-50

Included in Venue Rental

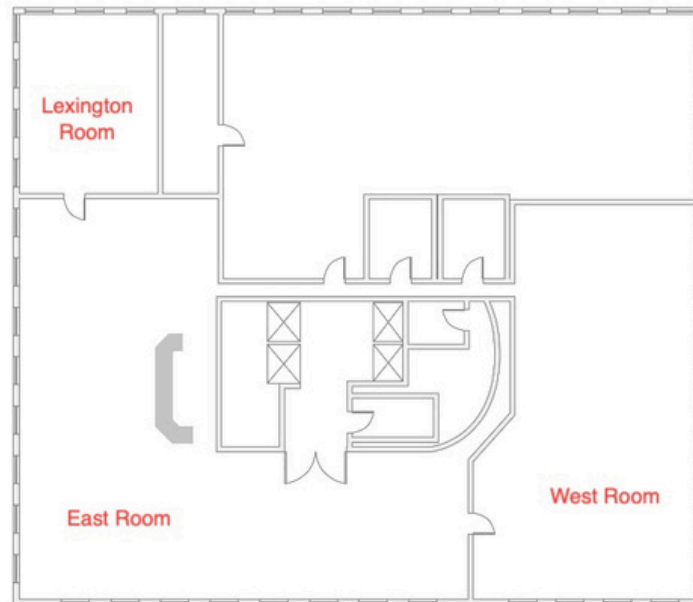
25 - 5-FT Round Tables

10 - 6-FT Long Tables

10 - 8-FT Long Tables

250 - Mahogany Chiavari Chairs

Assortment of Cocktail Tables



Linens are **not** included; The Mane on Main works with multiple linen vendors and will be happy to reserve linens for your event, you are also welcome to provide your own linens for the event.

China, dinnerware, glassware, and service ware are **not** included and will be charged based on all necessary items needed to facilitate your event; final costs will be determined by your guest count and selection of China/Silver/Glass or Disposables for your event.

Staffing costs are **not** included and will be billed accordingly based on our required staffing needs to facilitate your event; these costs will include service staff, kitchen staff, bartenders, and the venue coordinator.

All food and beverages for the event must be provided by our exclusive caterer, Dupree Catering + Events, with the exception of wedding cakes.

There is a paid parking garage attached to the venue, garage parking vouchers can be purchased for your guests at the price of **\$3.00** per voucher (if you wish to cover parking costs for your guests); street parking is free after 5 PM and on the weekends.

Gratuity is **not** included in billing; gratuity is not required but is appreciated and may be added to your final event balance to be disbursed accordingly amongst the event staff (Kentucky sales tax of 6% applies to all charges).

Venue Information Cont.



All contracts will have an event start and end time; any additional time requested will incur additional staffing charges.

Wedding ceremony and reception clients have access to the venue **4-hours** prior to the event start time; all other events will have an access time that is agreed upon by the client and Venue Coordinator.

All setup and removal of decorations are the responsibility of the client; all decorations must be removed immediately following the event, unless other arrangements are previously made with the Venue Coordinator.

There is a loading dock and service elevator that can be used to load/unload decorations/supplies into the building, this will also be the access for vendors to setup.

There is no open flame allowed in the venue; flameless candles are permitted only.

The Mane on Main owns various audio visual equipment that you may use for your event at no additional charge; the items available are dependent upon the room in which your event is held and other events that have been booked prior to or for the same day.

The Mane on Main does not employ an audio visual technician; our staff does not guarantee A/V troubleshooting during the event. Clients are welcome to hire someone through another company to operate and run the A/V equipment for them during the event.

To reserve an event date, an estimated deposit and signed contract is required (the deposit is 50% of the venue rental fee and 25% of the expected food and beverage total).

90 days prior to the event, the remaining 50% of the venue rental fee will be due. If the venue is booked within 90 days prior to the event then the deposit is 100% of the rental fee and is non-refundable; one week prior to the event the remaining balance must be paid.

Any additional charges and day of event add-ons must be paid within **5 days** of the completed event.

Any cancellations received **30-180 days** or more before the event date will receive a refund of the full 25% deposit for the food and beverage expected total; half of the 50% deposit for the venue rental fee will be refunded.

Cancellations received within **29 days** or less before the event date will forfeit the full deposit.