



FREQUENTLY ASKED QUESTIONS

Rentals, Fees, and Pricing

Are there any dates or times of the year that you offer discounts?

Because Masterpiece Events does not charge rental fees and operates through minimum food and beverage spending amounts, we are happy to lower spending minimums for Friday and Sunday weddings to \$5000. The minimum spending rates for Monday-Thursday weddings is \$2500. We offer these discounted rates all year long.

Minimum spending rates for other events vary based on the nature of the event. Please ask your coordinator for more details. There is always a \$500 catering set up fee.

Will my pricing per person change after I book?

We will do our best to honor the pricing you were given at the time of booking, but we reserve the right to adjust food and beverage pricing according to market cost increases at our sole discretion.

Food and Beverage

May I provide any of my own food or alcohol?

Masterpiece Events must provide all food and beverages. However, you are more than welcome to provide your own cake. Masterpiece Events staff will cut and plate it according to the cake cutting fees. You may also provide select desserts such as cupcakes, candies, or cookie trays. Your Masterpiece Events Wedding Coordinator can answer any questions you may have about specific food items.

The Reading Public Museum is a licensed premises and alcohol must be provided solely by Masterpiece Events. We have an extensive bar menu and we are more than happy to customize it to your particular taste.

Can you accommodate guest allergies and dietary restrictions?

Yes, we can accommodate dietary restrictions. We provide a separate plated meal for anyone with allergies or dietary restrictions. We can accommodate vegetarian, vegan, dairy-free, and gluten-free guests. However, we DO NOT have a gluten-free kitchen and CANNOT guarantee that there will be no cross-contamination. Depending on the severity of your guests' restrictions, we recommend that they consider this and provide their own food if necessary.

Set Up and Décor

What's included in my package?

We include all china, flatware, barware, and glassware along with all serving staff, chefs, and bartenders. We also include your linens and napkins in our standard selection of colors. Other colors and styles are available as an upgrade.

What kind of linens and napkins do you provide?

We include your linens and napkins in a selection of colors (white, ivory, black, or gold). Other colors are available for \$3-\$5 per tablecloth and \$0.50-\$1.50 per napkin (depending upon the color and quality selected). Floor length linens are available starting at \$15 per linen.

When can I get into the facility to set up decorations?

Please see your Wedding Coordinator at the Museum for more information about this.

Your Masterpiece Events Wedding Coordinator will arrive 2 hours prior to your event for a reception with no ceremony onsite. If the ceremony is onsite, the Masterpiece Events Wedding Coordinator arrives 3 hours prior to your ceremony.

Are there any decorating restrictions?

The Museum does have certain decorating restrictions depending on the space being used. Please see your Wedding Coordinator at the Museum for more details and exact policies.

When do we need to remove the décor we brought in?

You will need to remove all décor and personal items at the conclusion of your reception unless otherwise arranged with your Wedding Coordinator at the Museum.

Staff**Is it appropriate to tip the banquet supervisors and planner?**

The 20% service charge included in your wedding package represents full compensation to your service staff. However, tips are at your sole discretion and always appreciated.

Does a Wedding Coordinator come with your services?

Yes! By selecting a Masterpiece Events Wedding Package you are assigned a Wedding Coordinator who will help you throughout the planning process. Your Wedding Coordinator will help you create timelines, go over all setup needs, coordinate set up times with your vendors and will also be on-site the day of your wedding.

Your Masterpiece Events Wedding Coordinator will arrive 2 hours prior to your event for a reception with no ceremony onsite. If the ceremony is onsite, the Masterpiece Events Wedding Coordinator arrives 3 hours prior to your ceremony.

Facilities**Will there be any other events happening at the Museum the day of my wedding reception?**

Since there are three reception facilities available, there is a chance that more than one space will be occupied on the same day. All venues have their own separate kitchen areas and staff with a shared parking lot.

Can we have a ceremony on-site?

The Museum has several locations for on-site ceremonies. There are beautiful grounds and backdrops for your ceremony. Please see your Wedding Coordinator at the Museum for more details.

Can I have my rehearsal on site the day before?

The Museum makes every effort to let you into the facilities the day before for your rehearsal and set up for your wedding. However, depending on their event schedule this is not always possible. If your space is occupied the night before, your Wedding Coordinator at the Museum can discuss other space options for your rehearsal and will make all necessary arrangements.

Policies and Payments**Do I have to insure my event?**

Not necessarily. Masterpiece Events is fully insured for both on-site and off-premise events. If you would like added security you may obtain additional insurance through your homeowner's policy or by visiting www.wedsafe.com.

What is the deposit and when is it due?

The deposit amount may vary based on the nature of your event.

For weddings: A \$2000 non-refundable deposit in the form of cash, check or cashier's check is due with your signed contract and major credit card information 10 days after receiving the contract from Masterpiece Events. This deposit is credited towards your final balance.

What is the payment schedule?

Once the deposit and contract are submitted and your date is booked, your next payment will be six months (180 days) prior to your wedding day in the amount of ½ of your estimated final balance. This is determined by the package you've chosen and your guest count. Two weeks (14 days) prior to your wedding day your final guest count and balance is due.

What is your "hold the date" policy?

We can hold a date for you for up to 10 days at no charge. At the end of those 10 days, we will either release the date if we don't hear back from you or we can reserve it for you with a deposit and signed contract returned to us.