



**Kellogg
House**
AT CAL POLY POMONA



KELLOGG HOUSE WEDDINGS - FREQUENTLY ASKED QUESTIONS

Is an off-site wedding coordinator necessary at The Kellogg House?

You are not required to hire an off-site coordinator. A day-of venue coordinator is included with your event. The coordinator will run your rehearsal and ceremony. However, we recommend a personal wedding coordinator if you want extra guidance throughout the process, or have a lot of décor that needs to be set up on the day of the wedding. Our venue coordinator will oversee all set-up related to Kellogg House, whereas an off-site coordinator will help set up any décor that you bring in.

What size tables do you usually use?

- Included in our package are 60" diameter round tables x 30" high (seats 8)
- Half Moon or rectangular tables are available for the sweetheart table
- The cake table is a 3'x2' oval table and comes with white or ivory skirting to the floor
- Set-up tables are 6' and come with white or ivory linen

What are the linen colors and sizes that you offer?

Included in our package are complimentary white or ivory 85"x 85" square linens and choice of colored napkins. Upgrades can include floor length linen, overlays or other colors and textures.

What time will the event space be ready for client set up?

- Included in our package is a complimentary two hour set up time prior to the wedding for the vendors and wedding party only
- Additional hours are available for purchase and must be pre-arranged prior to your event

How many hours are included in the wedding package?

Six hours for ceremony and reception (five hours for reception only). This does not include set up or tear down. Additional reception hours are available at \$385 per hour and may be extended until 12:00 a.m.

What are the due dates for food and beverage guarantees?

Guest count and details are due two weeks before the event (reductions and/or no-shows will not be credited). Should additional guests attend after the two-week deadline, it will be deducted from your deposit.

Can we make changes to the package or menus?

Yes, please consult with your Venue Coordinator. Changes may result in price alterations.

Can I bring my own alcoholic beverages?

Outside beer or liquor is not permitted in either the bridal rooms or the venue and must be purchased through Kellogg House according to our liquor license and current liquor laws. We do allow up to two bottles per guest table, of standard size wine (750ml), to be brought in for a \$9.00 corkage fee per opened bottle. All wine will be served from the bar.

What does the 20% service charge cover?

The 20% service charge covers the labor of the setup, and the service provided the day of your wedding. This is not a tip to the event staff.

Do I need to provide a tip for the wedding and/or banquet staff?

It is not required; however, our staff would appreciate the recognition for their efforts.

Are vendor meals available?

Yes, we offer vendor meals at 50% off your selected menu price (per vendor). Purchasing vendor meals is recommended for vendors staying four or more hours.

Are there any additional costs that could accrue?

Depending on what your additional needs may be, such as changes to your menu selections, headcount, and any other additional items added after contracting, there may be additional costs. At any time, your Venue Coordinator can prepare a quote, based on your communicated needs that include anticipated charges, service fees and sales tax.

When is the final payment due?

Two weeks prior to your event, all final charges are due in full. Your Venue Coordinator will provide you with a detailed final balance due.

What forms of payments are accepted?

We accept credit card, cash, checks or money order. It is recommended that you contact your credit card company prior to any wedding charges to ensure your funds and authorize the charge. We are unable to accept personal checks on the final installment.

Do you provide a sound system for the ceremony and reception?

Our venue is a historical facility and does not provide sound equipment. Your professional DJ and/or band must provide their license and insurance one month prior to your event, and must bring in all of the sound equipment for the ceremony, cocktail hour and reception.

How many bartenders will be tending my bar?

We provide one bartender per 99 guests and two bartenders for 100 or more guests.

What is the policy for open-flame candles?

Real candles are allowed as long as the flame is shorter than the container holding it. Exposed flames are not permitted.

What vendors do we need to bring?

Vendors that are not included in our wedding package are an officiant, DJ with license and insurance, a bakery with license and insurance, photographer and florist. We can, however, offer a complete list of preferred vendors. Our preferred vendors are complementary fed, insured with the property and have experience working at the venue.

Are sparklers allowed?

Yes, sparklers are allowed in the front courtyard of the Kellogg House only. Clients must provide two metal or tin buckets to extinguish the sparkles. The Kellogg House staff will distribute all sparklers on your behalf.

Can I bring my dog?

With proof of proper documentation, service animals are allowed on site. Family pets are allowed for the ceremony portion only. Once the ceremony and photos have concluded, pets must be taken off of the property immediately.

When can I book the menu tasting?

Menu tastings are held three to five months prior to your wedding date. Menu tastings are offered weekdays during lunch between 11:30 a.m. and 1 p.m. based on availability. We do not hold menu tastings on weekends due to our busy event schedule. Your coordinator will send you a list of dates to choose from.

Can I store my wedding flowers or cake in The Kellogg House refrigerator?

Due to the lack of space at Kellogg House, we cannot store any floral arrangements or wedding cakes in our refrigerator.

Is smoking allowed on the property?

Smoking of any kind including vapes, cigarettes and cigars are allowed in the front courtyard of the house only. Smoking is not permitted on the balconies, in the backyard or inside the building.

What is the cancellation policy?

Due to costs incurred by Kellogg House leading up to your event, should your event be canceled, you will be assessed the following charges:

- One (1) year or more to the date of the event - \$500.00 deposit
- More than nine (9) months, but less than one (1) year - \$500.00 deposit and \$100.00 administrative fee
- More than six (6) months, but not less than nine (9) months - An assessment of 50% of the lost expected revenue
- More than three (3) months, but less than six (6) months - An assessment of 75% of the lost expected revenue
- Three (3) months or less - An assessment of 100% of the lost expected revenue

Are there hotels nearby?

Yes, Kellogg West Hotel and Conference Center is located directly on Cal Poly Pomona property. Included in your package is a complimentary honeymoon suite for the newlywed couple on the night of the event. The Kellogg West Hotel can also offer room blocks for your convenience.