



KH

Kellogg House

◆ AT CAL POLY POMONA ◆

2023-2024

Wedding Packages





Platinum Package

Planning & Preparation

- ✧ Professional Wedding coordinator onsite day of
- ✧ Venue Supervisor
- ✧ 8-hour use of the historical Kellogg House (Set up of ceremony & reception)
- ✧ Guest accommodations for 100 (minimum) 175 (maximum)
- ✧ Venue set up & clean up
- ✧ Plate ware, silverware, & glassware
- ✧ Ceremony arch
- ✧ Bridal color matched linens (Floor length table linens.)
- ✧ Chivari chairs (choice of color)
- ✧ 2-hour wedding rehearsal

Bridal Tasting

Our culinary team cordially invites you and two guests for a private dining experience to premier the meal which will be prepared on your wedding day. This experience will be hosted at Kellogg West.

Ceremony

- ✧ Bridal Suite (9:00a.m. access) & wedding party changing room 3 hours prior to ceremony
*(Bride/groom suite available for Kellogg West weddings.)
- ✧ Guest registration & gift table
- ✧ Complimentary guest parking & shuttle service (KH only)
- ✧ White resin folding chairs with vinyl padded seats

Celebration

- | | |
|--|---|
| Sweetheart table | Cash bar |
| Wedding cake display table & cutting service | Champagne and/ or cider toast |
| Full service plated dinner | Event security (required for bar service) |
| Dance floor | |

Honeymoon Suite

Complimentary Overnight stay @ Kellogg West Hotel with champagne service.

Kellogg House Ceremony & Reception (7hrs): \$20,000 (Reception only: \$19,000)

Kellogg West Ceremony & Reception (7hrs): \$18,000 (Reception only: \$17,000)



Premium Package

Planning & Preparation

- ✎ Professional Wedding coordinator onsite day of*
- ✎ Venue Supervisor*
- ✎ 8-hour use of the historical Kellogg House (Set up of ceremony & reception)*
- ✎ Guest accommodations for 100 (minimum) 175 (maximum)*
- ✎ Venue set up & clean up*
- ✎ Plate ware, silverware, & glassware*
- ✎ Ceremony arch*
- ✎ Bridal color matched linens*
- ✎ Chivari chairs (choice of color)*
- ✎ 1.5-hour wedding rehearsal*

Bridal Tasting

Our honored couple and two guests are cordially invited to a group tasting hosted at Kellogg West. Our culinary team will prepare and showcase a variety of entrees, sides, and salads for you to taste and experience. Details on scheduled dates available for your booking confirmation.

Ceremony

- ✎ Wedding party changing room 3 hours prior to ceremony*
- ✎ Guest registration & gift table*
- ✎ Complimentary guest parking & shuttle service (KH only)*
- ✎ White resin folding chairs with vinyl padded seats*

Celebration

- | | |
|---|--|
| <i>Sweetheart table</i> | <i>Cash bar</i> |
| <i>Wedding cake display table & cutting service</i> | <i>Champagne and/or cider toast</i> |
| <i>Buffet dinner</i> | <i>Event security (required for bar service)</i> |
| <i>Dance floor</i> | |

Honeymoon Suite

Complimentary overnight stay @ Kellogg West Hotel with champagne service.

Kellogg House Ceremony & Reception (7hrs): \$18,000 (Reception only: \$17,000)

Kellogg West Ceremony & Reception (7hrs): \$16,000 (Reception only: \$15,000)



Signature Package

Planning & Preparation

- ✧ Professional Wedding coordinator onsite day of (Ceremony only)
- ✧ Venue Supervisor
- ✧ 8-hour use of the historical Kellogg House (Set up of ceremony & reception)
- ✧ Guest accommodations for 100 (minimum) 175 (maximum)
- ✧ Venue set up & clean up
- ✧ White or Ivory linens
- ✧ White resin folding chairs with vinyl padded seats
- ✧ 1-hour wedding rehearsal

Bridal Tasting

Our honored couple and two guests are cordially invited to a group tasting hosted at Kellogg West. Our culinary team will prepare and showcase a variety of entrees, sides, and salads for you to taste and experience. Details on scheduled dates available for your booking confirmation.

Ceremony

- ✧ Wedding party changing room 3 hours prior to ceremony
- ✧ Guest registration & gift table
- ✧ Complimentary guest parking & shuttle service (KH only)
- ✧ White resin folding chairs with vinyl padded seats

Celebration

- | | |
|--|---|
| Sweetheart table | Cash bar |
| Wedding cake display table & cutting service | Champagne and/or cider toast |
| Buffet dinner | Event security (required for bar service) |
| Dance floor | |

Honeymoon Suite

Complimentary overnight stay @ Kellogg West Hotel with champagne service.

Kellogg House Ceremony & Reception (7hrs): \$17,000 (Reception only: \$16,000)

Kellogg West Ceremony & Reception (7hrs): \$15,000 (Reception only: \$14,000)



Scheduling of Weddings

All weddings of 100 guests & more are scheduled any day of the week. Weddings under 100 guests are scheduled Mon-Thurs. All dates are first come first served. Weddings and/or rehearsals may not be scheduled on the following days:

- ☞ Easter Sunday
- ☞ Independence Day
- ☞ Thanksgiving
- ☞ December 24th, 25th, & 26th
- ☞ New Year's Eve
- ☞ New Year's Day

Booking Agreement

Booking: A \$1,500 deposit is required to confirm your booking, Deposit will be applied to the final cost of your event.

Final Guarantee & Payment: Final head count, final menu selection, and final payment are six weeks prior to your event. No exceptions.

Cancellations & Changes: The deposit of \$1,500 is non-refundable should your event be cancelled less than 60 days prior to your event.

Bridal Group Tasting

Our culinary team is thrilled to present and showcase a variety of entrees, sides, and salads for you to taste and experience.

Our team will also present our color selection of linens and fold presentations to ensure accents and details of your décor are enhanced and complimented.

We are happy to extend this invitation to four additional members of your party at \$25 per guest so that you may share your experience and the excitement of your wedding preparations.



Wedding Planner

The Kellogg West Wedding Professional administrator will schedule the date of your wedding, review with you our guidelines and policies, and collect any associated fees. If you are working with a private wedding planner, we ask that they work in partnership with your wedding administrator to ensure that your day is exactly how you envision it.

Your wedding administrator is the source of information regarding wedding procedures and can assist by answering any questions you may have regarding your wedding. They are there to help make your experience as special and individualized as possible, and guide you through all the planning and preparing.

Wedding Coordinator

Your onsite wedding coordinator will contact you no later than thirty (30) days before your wedding to go over your wedding details.

Venue Supervisor

Your onsite venue supervisor will be onsite to ensure your vendors know where to set up and answer any questions. They will ensure the guests are following the rules and be the point of contact for your wedding planner/coordinator. They do not assist in decorating.



Wedding Rehearsals

Wedding Rehearsals are an important part of planning your wedding. The purpose of the rehearsal is to familiarize the wedding party with the flow and order of the wedding, to enable them to be as comfortable as possible with the arrangement, and to enhance the beauty of the ceremony.

Rehearsals are always scheduled the Thursday before your wedding day and last approximately one hour. If there is an event on that Thursday we may move your rehearsal to a different day. Your wedding coordinator will be assisting by leading the rehearsal and will confirm your arrival time and review the details of your rehearsal. We ask that you please encourage your wedding party and those participating in the rehearsal to arrive about 15 minutes before your rehearsal begins and allow for appropriate time for introductions. It is imperative that the rehearsal begin promptly as scheduled.

Your rehearsal date and time will be scheduled and confirmed by your wedding planner. Advanced scheduling is encouraged to ensure that your preferred date and time are available.

Preparation & Details

Vendors

- ☞ Vendors may set up or decorate no earlier than two (2) hours prior to the wedding.*
- ☞ Please discuss all deliveries of flowers and other decorations with your wedding planner.*
- ☞ The florist and/ or wedding party is responsible for all setup and cleanup of decorations, other than candelabras and/ or the unity candle*
- ☞ The florist or designated other will be held responsible for any case of damages as a result of decorations added to furniture and/ or facilities.*
- ☞ Furniture may not be moved or removed.*
- ☞ Decorations may not be attached to the walls or furniture by pinning, gluing, nailing, tacking, or taping*
- ☞ A unity candle stand is available upon request at no additional charge. The wedding party is responsible for providing their own unity candle.*

Décor

- ☞ Posters/signs may not be placed at Kellogg House, Kellogg West, or on campus grounds without the approval of management.*
- ☞ Scotch tape, nails, pushpins, putty, or potentially damaging fasteners are prohibited and are not allowed to hang signs or other materials.*
- ☞ Confetti, glitter, rice, bird seed, artificial flower petals, feathered boas, & shredded tinsel are not permitted. Use of these materials will result in an additional clean up charge.*
- ☞ Kellogg West will be available to decorate one (1) hour prior to the reception.*



- ☞ Kellogg House will be available two (2) hours prior to the reception.
- ☞ Additional hours for decorating are available for purchase at \$100 per hour.

Alcohol Rules & Regulations: All alcoholic beverages on the Cal Poly Pomona campus are required to be served by the Kellogg West catering department. Wine of champagne can be supplied by the customer and are subject to a corkage fee of \$10.00 per bottle. A maximum of two (2) bottles per dining table are permitted, which will be served from the bar. Hosted or cash bar for your event are available upon your request.

Violations of bringing in outside alcohol will result in immediate removal and disposal of the confiscated alcohol, and a \$1,000 fine which will be deducted from the security deposit.

Security: Security must be present during and event serving alcohol. Five (5) hours of security is included with our wedding packages. Additional hours \$90 per hour.

Disturbances: If police officers are called to your event in response to a disturbance, you are responsible, and any fees associated will be deducted from your deposit.

Parking at Kellogg House: Due to limited parking spaces at Kellogg House, events with a guest attendance exceeding 75 guests will need to provide shuttle service. Your coordinator will arrange this for you as the cost is built in to the package.

Parking at Kellogg West: Parking passes are not required after 5p.m. on weekdays or weekends. If required, you can obtain your parking pass at the reception desk located inside Kellogg West's main building.

Inclemental Weather for Kellogg House

In the event of rain, two options are available. The first option would be to move the event to Kellogg West at no additional cost to the client, **IF** the space is available. There will be no discounts provided should the client move their location to Kellogg West. 48-hour notification is required to move the event to the indoor facility. Items from the Kellogg House will not be transferable to Kellogg West unless they are upgraded rentals. If the event must remain at Kellogg House, then the second option is tenting, which would be an additional cost to the client. Tenting must be ordered by the Wednesday prior to the event. No refunds are given after ordering, despite weather changes. Tenting vendors **MUST** be licensed, and insured, and provide proof prior to the event.