



the FACTORY

...

at walton mill

Event Pricing and Information

600 South Broad Street • Monroe, Georgia 30655

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Event Pricing and Information

The Factory at Walton Mill is Monroe's newest and finest wedding venue, located in historic Walton Mill. Our primary event room, *The Hawthorn Room*, is 5000 square feet and features warm brick walls, exposed wooden beams, and wonderful wood floors. It can host up to 250 guests for a seated reception and ceremony and features a large covered porch for extended space. Rental of the Hawthorn Room includes use of our designated cocktail room, *The Willow Room*, which features 20 foot ceilings and exposed brick walls. Rental also includes outdoor patio space, all tables (assorted sizes) and chairs, press floor plan with set up and breakdown service, use of the caterer's kitchen, changing rooms, trash removal and two(2) hours of rehearsal time.

Hawthorn and Willow Room Combination:

Mondays -Thursdays
(14 hour time frame) - \$3,500.00

Sundays
(14 hour time frame) - \$4,500.00

Fridays and Saturdays
(14 hour time frame) - \$5,500.00

Willow Room Only:

Monday-Thursday
(4 hour time frame) - \$ 950.00

Friday-Sunday (Available only for rehearsal dinner with wedding date rental of venue)
(4 hour time frame) - \$1,100.00

*Holiday Rate (Sunday/Monday) of President's Day, Labor Day, Memorial Day, Columbus Day) - \$6,000.00

*Holiday Rate (Fourth of July, Christmas Eve, New Year's Eve and New Year's Day) - \$7,000.00

Additional Rental Information and Fees

Cleaning Fee:

All rentals require a non-refundable cleaning fee of \$375.00 for whole venue or \$250.00 for Willow Room rental only, which is due no later than 30 days prior to event date.

Deposit Payment:

All rentals require a 50% booking deposit payment of the event space rate, and Balance of event space rate is due 30 days prior to event date.

Damage Deposit Fee:

All rentals require a damage deposit of \$1,000.00 payment, which is held by the venue manager and is return to renter upon completion of event/rental inspection with no damage to venue property or equipment.

Hourly Hours Rate:

Additional hours can be purchased before and after the allotted 14-hour time frame for \$250.00 per hour, not to extend more than 4 additional hours.

All vendor set up/load in and load out ***must be completed within the allotted time frame***, or renter will be charged an additional \$250.00 per hour.

Security Fee :

All events are required to have on-site security provided by off-duty City of Monroe Police Officers, if alcohol is to be served at event. We will handle the scheduling the services of these officers for the renter. The payment of (\$50.00/hr) for the security is separate from event space rental. No security is required for non alcohol events.

Vendor Requirements:

All vendors are required to hold liability insurance and must provide proof of such to venue manager 30 days prior to event date. All caterers and food service establishment are also required to provide proof that their establishment is operated from a base of operation within the State of Georgia, and its permit shall be issued by the Health Authority in the county in which its base of operation is located. All Caterers are also required to serve all food from either a buffet or plated meal; and they are required to supply servers to bus/clean off guest tables during reception.

Beer/Wine/Premixed Signature drinks require a certified bartender and Full Open Bars(Mixed drinks, Liquors/Beer Wine require license bartender, a pouring permit issued by the City of Monroe. Full bar event must be hired through one of venue's contracted bar services.

The Factory at Walton Mill, has an in house floral service that all renters are required to use for all Linen, Décor and Floral needs. Outside floral, décor or rental companies will not be allowed unless pre-approved by venue manager. No DIY vendors.

