

FREQUENTLY ASKED QUESTIONS



How long can my event last?

Room rentals include 4 hours of event time.

What if I need additional hours?

Extend any event for \$150/hour up to midnight.

When can I setup?

In the *Grand Hall*, event setup can begin when Exploration Place closes to the public at 5 p.m. *WaterWay Hall* set up can be earlier in the day, ask for details. If special arrangements are needed, please coordinate with the Facility Rental Manager.

Can I bring in my own food?

We have an open catering policy. Caterers must be licensed, insured and be able to provide the current license if requested.

What about alcohol?

Alcohol is also allowed at Exploration Place. All alcohol must be served by a licensed and insured bar tender. The bar service must be licensed and able to show proof of their liquor license. Lessee may supply alcohol as long as a licensed bartender is serving.

What is included in my room rental?

All indoor rentals include staffing, tables, chairs and security. While Exploration Place does not carry all things needed for events (e.g. linens, furniture, lighting, etc.) we are happy to give recommendations for any additional rentals you may need.

If I am planning an outdoor event, is there a rain contingency?

For inclement weather, Exploration Place requires a 48-hour notice to change the setup of the event. In the case of rain we are happy to reschedule the event for an agreed upon date.

What if I have to cancel my event?

Exploration Place requires a 30 day notice for all cancelled events. If cancellation occurs within 30 days of event, full rental amount will be due.

Who is responsible for clean-up?

You are responsible for anything you or your guests bring into the event. Exploration Place will be responsible for the breakdown of chairs, tables, trash, etc.