



THE OUTDOOR ART CLUB

FREQUENTLY ASKED QUESTIONS

What is the rental fee? The 2023 rental rates are \$6,500 on Saturdays and \$5,500 on Fridays and Sundays. The 2024 rental rates are \$7,000 on Saturdays and \$6,000 on Fridays and Sundays.

What hours do I have access to the facility? You will have access to the facility beginning at 10 am on the day of your event. Events must end by 11:00 pm on Fridays and Saturdays, and by 10:00 pm on Sundays. Your caterer will have additional time to clean up.

How far in advance can I book my reservation? You may book your event up to 18 months in advance. Check the rental calendar for available dates.

How many guests can I invite? The maximum number of guests is 140.

When can I tour the facility? The Outdoor Art Club is a private facility, and you must have an appointment to tour the property. Guided docent tours are held on Saturday mornings between 9:30 am and 11 am. You may make a tour reservation online. If you need to make special arrangements for a tour, please contact rentals@outdoorartclub.org.

What is the deposit required to secure a date? Fifty percent of the rental fee is required to save your date. Once you receive your contract, you will have 10 business days to return it with your signature and deposit.

Are there any other fees? Yes. There is a refundable security deposit of \$1,500.

What insurance is required? You must purchase a one-day event insurance policy. The terms and the vendor are specified in our contract. Proof of Insurance must be sent to the Rental Manager prior to the event.

Do you have a required caterer list? Yes. You must use one of the caterers on our Required Caterer list, no exceptions. We will send you the list of caterers upon request. No food trucks are allowed.

Can I tent? Yes. The front patio and wedding garden area may be tented. Tent provider must be approved by our Rental Manager.

Can I use candles and barbecues or do other outdoor cooking?

No. Open flames of any kind are prohibited due to the historic nature of the facility. You are welcome to use battery-operated candles.

What about the liquor license?

For a private event with no admission charge, all of our approved caterers have the necessary licensing to serve liquor. However, if you are charging admission to your event and/or selling liquor (e.g., offering a cash bar), a liquor license is required. You must provide proof of licensing prior to your event.

Who cleans up?

You and your vendors must leave the building and grounds as you found it, including sweeping and mopping the floors in the kitchen, cleaning the kitchen counter tops, and removing all recyclable and wet garbage from the property. Your caterer will manage the kitchen clean up.

Do you provide linens and glasses and patio heaters?

No. Renters are responsible to provide linens, tableware, and glassware, all of which your caterer can rent for you. Patio heaters may also be rented.

How do I set up the tables and chairs?

Our Building Manager will set up all tables and chairs, both indoors and outdoors, based on your desired layout.

Can I bring in chairs?

No. Indoor and outdoor chairs are provided by the Club.

Can I throw rose petals, rice, confetti, birdseed, etc.?

No. You may not throw confetti, rice, birdseed, etc., anywhere on the property. Only natural rose petals (not silk) can be used in the wedding garden.

Can I bring in a band or DJ?

Yes. Music must be less than 65 decibels up to 9:00 pm and less than 55 decibels thereafter. Decibel readings are at the gates of the property. Mill Valley noise ordinances restrict amplified music to indoors only. On Fridays and Saturdays, music must end at 10:30 pm. On Sundays music must end at 9:30 pm.

Can I move furniture outside? No. The Club's indoor chairs cannot be used outdoors. The Club's tables may be used outdoors with our white wedding garden chairs.

Can I bring pets/animals? No. Pets are not allowed on the property. Only certified service animals are allowed.

Can I hang anything from the chandeliers? No. Our fixtures are original and very fragile.

Can I hang anything on the entrance pergola? Yes. Using covered floral wire or nylon line, you may attach lightweight decorations such as twinkle lights or swags to the pergola. However, you may not hang anything from the mouth of the dragon.

Can I use nails, tacks, pins, or sticky tape on the walls? No. You may not use any fastening device that penetrates the wall surface. This applies both indoors and outdoors. You may use low-tack masking tape, fishing line, or florist's wire with permission only. Inside the clubhouse there are designated hooks for decorations. You may not attach or fasten anything to the trees, shrubs, or plant material in the garden.

Are there any other decoration restrictions? Yes. Any decorative materials, including fabric, must be certified as fire retardant, except for table linens. Nothing may be attached to any light fixture or to the fire sprinkler piping.

What is the parking situation? All parking is on the street and in local lots. More information regarding parking is included in your contract packet. The catholic church parking lot (across the street from the OAC) is not available for use by renters or their guests, unless prior arrangements have been made with the church.

Is smoking permitted? No. The OAC is a NON-Smoking facility.

If you have further questions, please email our Rental Manager at rentals@outdoorartclub.org or our Building Manager at buildingmanager@outdoorartclub.org.