



Frequently Asked Questions

What's the breakdown of my 10 hour rental?

- 4 Hours of Set Up and Getting Ready
- 5 Hours of Event (start of ceremony to end of reception)
- 1 Hour of Tear Down
- Keep in mind we do require all vendors exit no later than 12:00 AM

Can I add hours to my rental?

- Yes, additional hours are \$275 per hour and cannot be purchased to exceed an exit time of 12:00 AM

What is included in my rental?

- 10 hours exclusive use of entire event space, i.e., bridal suite, groom's suite, indoor/outdoor ceremony space, ballroom, living room, and restrooms
- Up to 30 round tables (60" or 66" seating 9 or 10 guests)
- (4) 8' tables
- (4) Cocktail tables
- Acrylic ghost chairs for up to 300 guests
- 1 security officer for 5 hours
- Valet service for 5 hours (151+ guest counts ONLY)
- 1 hour rehearsal (scheduling contingent upon business hours and event schedule)

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Are table settings included in my rental?

- Plates and cutlery are provided through your caterer
 - ** Plastic or paper place settings are not permitted at KHP
- Glassware is to be rented through Colada

Are linens included in my rental?

- Linens are not included in your rental. You are required to go through KHP for all linen rentals! We will be happy to send over our linen options for your review.

What is your vendor policy?

- Aside from catering and beverage services, following KHP approval, we are happy to welcome outside vendors
- All outside vendors will be required to sign our Vendor Agreement Form and most vendors to provide a copy of their liability insurance

Do you require liability insurance?

- We require Caterers, Florists, DJs, Bands, Bakeries, and Lighting companies you hire to provide a copy of liability insurance to KHP.

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What is your catering policy?

- We work with 4 preferred caterers whose contact information will be shared with you following your tour

Can we hire an outside caterer?

- Following approval from KHP, and paying an outside catering fee, we do allow outside caterers
- A \$1,000 outside catering fee is applied to a guest count under 150
- A \$1,500 outside catering fee is applied to a guest count over 151

Do you require a Wedding Coordinator?

- We do require all of our couples have at least a professional day of coordinator. If you have trouble finding one, let your KHP rep know and we would be happy to recommend someone to you

What all do I need to clean up at the end of my event?

- Anything you bring into the venue, we ask that you remove upon your departure. We will handle any of our rental items, linens, tables, chairs, and the deep clean required following your event!

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Who will be my main point of contact at KHP?

- A KHP representative will be assigned to you roughly 6 months prior to your event
- Before that time, all KHP team members are well versed in all KHP processes and procedures and are happy to help!

What is the best way to get in touch with a KHP rep?

- Email via your portal is the best way to contact your KHP rep. This allows all KHP team members to see any conversations had and allows each of us to help you best!

Who can I contact to build a beverage proposal?

- A KHP representative will act as a liaison to build a beverage proposal for you! We ask that you reach out to build that proposal about a month after booking your date. Keep in mind that changes can be made to your package throughout the planning process!

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What is a beverage minimum?

- A beverage minimum is a liquid minimum put in place by Colada. This is not a budgeting tool, but is simply a dollar amount that must be met through the package you choose. Tax, service fees, and glassware do not go toward the beverage minimum
- Colada does offer a "mocktail" package for those events that don't want alcohol, but the minimum must still be met

Are bartenders included with beverage packages?

- Yes! The amount of bartenders needed for your guest count are included with beverage packages purchased for guest counts of 100 or more

When can I schedule my rehearsal?

- We can schedule your rehearsal day and time about three to four weeks out from your date. The time will depend on the event schedule the day before your wedding

Can I take my bridal shoot at KHP?

- Yes! We schedule 2 hour photo shoots Monday-Thursday (depending on our event schedule) from 9 - 5!
- Saturday rentals include this photo shoot and Sunday-Friday events can schedule Bridals for \$200!

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What steps do I take to book the venue?

- After you have toured KHP, you will be sent your Contract, Event Order, Credit Card Form, and Postponement/Cancellation Waiver in your client portal. This will hold your requested date for you for 48 hours. When all four of these documents have been signed, and your retainer fee is paid (half of the venue rental), your date is booked!

What is your inclement weather policy?

- If you plan on having part or all of your event outside, we will make a Plan B floor plan with you at your 30 day out detail meeting in case of bad weather. 72 hours before your event, we will need a decision on which floor plan you would like to use. If the floor plan needs to be switched on event day, there will be a charge

Will any other events be held at KHP on my event day?

- No! We only schedule one event a day, so for your allotted rental time, your guests and vendors will be the only people in the building

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