

## Weddings and Rentals: Frequently Asked Questions

**Q: What kind of deposit do you require?**

A: We require a non-refundable deposit of \$50.00 to reserve a specific date and time.

**Q: When does my event have to be paid in full?**

A: Payment must be received in full at least 30 days prior to your event.

**Q: Is insurance mandatory?**

A: Yes, insurance is mandatory for every event and is available through San Bernardino County Risk Management. Please see the reservation coordinator for more information; cost varies based on coverage needs.

**Q: Is security mandatory?**

A: Security is mandatory for all events that include alcohol and/or events with more than 75 expected guests.

**Q: Can more than one event be booked at the same location, same time?**

A: No, your event will be the only one taking place during your specific reservation time.

**Q: What items are prohibited?**

A: Open flames of any kind, rice, birdseed, confetti, and nails or tacks of any variety are prohibited. Please see our reservation coordinator for a full list of permitted items.

**Q: Is amplified music allowed?**

A: Amplified music is allowed. Certain city ordinances specify that amplified music must be turned off by 10:00 pm and may have a sound level limit of a maximum of 65 decibels. Please check with our reservation coordinator for your specific requirements.

**Q: How early can my vendors or I come to set up?**

A: When you made your reservation, you booked a specific set-up time that is the earliest time vendors can arrive. We cannot allow access to any vendor who arrives prior to this scheduled time. Please note that we cannot offer the help of our employees to assist with set-up or take-down.

**Q: Can we arrive early for photography?**

A: No. You reserved a specific time frame upon which our preparations and staff arrivals are based. You could, however, rent extra time for an earlier arrival.

**Q: Can I have my wedding or engagement photos taken at one of the historic branches if I'm not getting married or having my reception there?**

A: Yes. Please contact the reservation manager at (909) 798-8608.

**Q: Can I have an aisle runner?**

A: Yes. However, keep in mind that aisle runners may have issues when used over grass and cement, such as punctures, dirt, and blowing away. Interior aisle runners may not be fastened down with tape or any other adhesive.

**Q: Does the museum offer catering services?**

A: No. Renters are responsible for providing their own licensed and insured caterer or food vendor.