

# CLAY Venues

FREQUENTLY ASKED QUESTIONS

CLAY VENUES

# GENERAL

## FREQUENTLY ASKED QUESTIONS

- **What is the rental fee and what does it include?** Please see the details found [here](#) for complete pricing and included items.
- **How do I secure my date?** By signing a contract and paying a 34% retainer.
- **When are the additional payments due? Do you offer a payment plan?** Nine months prior to the event 33% of the remaining fee will be due. The final 33% installment will be required 30 days prior to the event. You are always welcome to pay smaller, payments of any amount prior to the specified due dates, so in effect creating your own payment plan. Full payment is due by the specified due date.
- **How much is the security deposit?** The security deposit is \$1,000 hold on your card much like incidentals at a hotel. Nothing will be charged assuming there is no property damage or violations of Clay venue's policies. The CC information is due at your 30 day walk through

## GENERAL

### FREQUENTLY ASKED QUESTIONS

- **Do you take credit cards?** Yes we do, more points for you!
- **Do you require event insurance?** Yes, this can be obtained through [Nuptial Risk](#)
- **We plan to have our ceremony offsite, or only plan to have our ceremony at CLAY. Does the fee change?** Due to the fact that CLAY only host one event per day, our fee structure remains the same whether you hold your ceremony, reception, or both onsite.
- **Will there be another wedding the same day as mine?** No, at CLAY we only host one wedding each day to ensure that each couple's event is valued and receives the full attention of the CLAY team.
- **Do I need to schedule a tour or can I just stop by?** We ask that all tours are by appointment only. You can request a tour by clicking [here](#)
- **Is a rehearsal included in the venue rental fee?** We encourage all our couples to attend one of our quarterly open houses to practice and run through your ceremony. If this does not work with your schedule a rehearsal can take place at the start of your rental period on the day of your wedding.

## GENERAL

### FREQUENTLY ASKED QUESTIONS

- **How many people can fit in the space?** CLAY has room for 200 people for a seated dinner including your wedding party. Inquire for a standing reception.
- **Am I able to book an event on a holiday?** Yes. Holidays will be billed at peak season Saturday rates. You can find a full list of pricing [here](#).
- **Do you allow pets at CLAY?** Yes! If you want your pup to be a part of your big day, let us know and we can give you more details.
- **Do you offer a military discount?** Yes we do. A 10% discount is offered for active military (For event space rental only).

# PLANNING

## FREQUENTLY ASKED QUESTIONS

- **What time does the music need to end?**  
Music must conclude on Friday + Saturday's by 10:30 PM. to ensure that you, all of your items, and all of your vendors are off-property by midnight. Music must conclude on Sunday through Thursday by 9 PM to be off property by 10 PM.
- **When can we start decorating?** You have access to CLAY at the time listed on your contract, not earlier.
- **How many people can be seated at each table?** Eight comfortably, nine in a pinch, but we don't recommend it.
- **What is the event clean-up process?** Your full service catering staff will handle all standard clean up and trash removal throughout and following the wedding reception. You and your vendor team are responsible for removal of all personal belongings, gifts and décor etc. It is expected that CLAY be left in the condition it was found. Nothing can be left at CLAY overnight.

# FOOD, DRINK AND RENTALS

## FREQUENTLY ASKED QUESTIONS

- **Is there a food and beverage, or guest count minimum?** There is a 75 person minimum for hosted bar service, and a \$2,000 minimum for cash bar
- **What are our catering options at CLAY?** Full service catering or event staff is required. [Click here](#) to find a few of our favorite vendors.
- **What are our bar options at CLAY?** All bar packages are booked through CLAY.
- **Can the bar serve shots of liquor?** No. Liquor cannot be served neat either, since it is a shot in a larger glass. Mini bottles of alcohol cannot be given out as favors during your rental time at CLAY.
- **When does alcohol service end?** Friday + Saturday's by 10:30 PM. to ensure that you, all of your items, and all of your vendors are off-property by midnight.

# DÉCOR

## FREQUENTLY ASKED QUESTIONS

- **Do you allow open flames?** Yes, candles with a flame 2 inches below glass are allowed at CLAY. \*Real candles are not permitted in CLAY décor closet holders.
- **Can we use a smoke machine during our event?** No. Unfortunately it will trip the smoke detectors, which will shut the heat or air conditioning off for the night.
- **What furniture is included in the venue rental?** (25) five foot round tables, (7) six foot banquet tables, (200) chairs and (5) thirty inch diameter cocktail tables.
- **Can furniture from the Client Suite be moved into the event space or any other room?** No.
- Can you move the mobile wall outside? No, we do not allow the wall to be moved outside as it could be pushed over in the wind or get wet in the event it rains.
- **Do you allow confetti or glitter?** No, we do not allow confetti, glitter, silly string, rice or other small granule items.
- **Are we able to hang items from the truss beams?** Yes, you can tie items to the lower portion of the beam but you must use your own ladder and prior approval is required.
- **Can our vendors drop items off or pick them up outside of the rental period?** No. All deliveries must happen during the standard rental period. Please advise your vendors of this policy.

# DIRECTIONS AND PARKING

## FREQUENTLY ASKED QUESTIONS

- **Where is CLAY located?** [10 N. Wahsatch Avenue, Colorado Springs, CO 80903.](#)
- **How do I get to CLAY from Denver?** Take I-25 south to exit 142 onto Bijou Street towards Downtown Colorado Springs. Turn left onto W Bijou Street, then take a slight right onto N Sierra Madre Street. Turn right onto N Wahsatch Avenue and CLAY is on your right.
- **Where do my guests park?** Reserved parking is available at a nearby lot for a fee. Street parking is metered Monday through Saturday from 8 AM to 10 PM and Sunday 1 pm to 10 pm. There are also parking garages close to CLAY. SP+ Parking is located at 222 E Pikes Peak Ave, Colorado Springs, CO 80903 and is only a three minute walk from CLAY.