



# The Colonnade

AT REVOLUTION MILL



WEDDING GUIDE

Updated January 2022



## **MAKE YOUR EVENT HISTORIC!**

*Revolution Mill was opened in 1898 by brothers Moses and Ceasar Cone. The first flannel mill in the South, Revolution helped establish Greensboro's textile manufacturing tradition.*

*With a vision of restoring and revitalizing Revolution Mill, Self-Help has transformed the historic property into a destination campus that includes more than 100 businesses, 3 event spaces, 150 loft apartments, outdoor performance spaces, public art galleries, restaurants and coffee shops, greenway trails and more!*

**REVOLUTION MILL EVENTS | 900 REVOLUTION MILL DRIVE | GREENSBORO, NC 27405**  
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# Why The Colonnade?

*Full of unique character and industrial elegance, The Colonnade is a Greensboro, NC wedding venue accommodating up to 200 guests nestled within historical Revolution Mill and serviced by Pepper Moon Catering. Guests will be wowed by the gorgeous private courtyard and inviting indoor space with original maple floors, enormous windows, exposed brick, custom iron work and high ceilings!*

## A BEAUTIFUL & FLEXIBLE SPACE

With over 8,500 square feet of flexible indoor/outdoor event space, we are one of the most unique historical venues in Greensboro seating up to 200 guests. The blend of elegant and industrial design features provide an exquisite wedding backdrop (and amazing photos!). We will work together to create the flow of your event and custom space layout.

## IN-HOUSE SERVICES

We make planning easy with our in-house catering, bar and rental services. You can depend on our experienced event planners to manage the details, so you can enjoy the season of your engagement!

## PEPPER MOON CATERING

Pepper Moon Catering has been serving the Triad for 25+ years and exclusively catering Revolution Mill Events since 2015. Our on-site team will work closely with you to provide a seamless planning experience. We can't wait to provide you with delectable food and gracious hospitality!

## STRAIGHTFORWARD PRICING

With a venue rental fee that includes extensive amenities plus a variety of food/beverage package options, we make it easy to design your perfect day. There are no service charges or other hidden fees! Personalized pricing is available based on your customization.



# Why The Colonnade?

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## OUR TEAM

Whether we are providing expert planning advice, setting up for your wedding, serving your guests, or packing your to-go meal, you'll know your day is in good hands with our highly rated event and catering team who is committed to providing a delightful and worry-free experience!

## LOCATION

Our central NC location makes us an ideal location for traveling guests. We are 3 miles from Downtown Greensboro and have multiple hotels within 10 minutes. The lively Revolution Mill Campus offers several amenities for your wedding weekend: Color Works Meeting Space, Kau Restaurant, Bearded Goat Bar and Cugino Forno. We offer plentiful on site parking!

## 2 DRESSING SPACES

The Suite is designed to provide all the conveniences needed to prepare for your wedding day. Lovely furniture, hair/makeup bar, ample mirrors and outlets, natural light and an emergency kit are some of the thoughtful details.

The Lounge is the perfect space to prep before the festivities begin. Relax with your friends while playing poker or gathering around the TV to catch the game.



Hear what other couples say...  
Check out our reviews on Google and WeddingWire!

# Ceremony Options

Numbers listed below indicate maximum capacity, but could vary dependent on your needs. Let's chat about your ideas and a custom floor plan!



## **COURTYARD CEREMONY**

*Seating for 100 guests on upper platform with additional seating toward fountain up to 200 total.*



## **INDOOR CEREMONY Option 1**

*Seating for 72 guests on lower level facing courtyard doors. Additional guests overlooking on railing up to 200 total.*



## **INDOOR CEREMONY Option 2**

*Seating for up to 130 guests in front section facing the railing.*



## **INDOOR CEREMONY Option 3**

*Seating for up to 80 guests in front section facing windows.*

# Included with Wedding Rental

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## **Indoor & Outdoor Event Space**

Exclusive access to our flexible two-story event space and adjoining private courtyard for your ceremony, cocktail hour & reception for 14 hours\*

## **Venue Staff**

Event Manager & Security on site during event

## **Equipment**

Tables and chairs for up to 200 guests  
White or ivory floor-length linens and napkins  
Built in bar and mobile bar  
Selection of classic and modern ceremony arbors  
Edison string lights  
Courtyard fire pit with lounge seating & lighting  
Indoor sound and projection system, Wifi  
2 Decorative easels

## **Venue/Catering Specialist**

Dedicated to helping organize in-house details surrounding your special day including menu planning, rentals, floor plan, and vendor recommendations

## **Ceremony Rehearsal**

Use of space for 1.5 hour ceremony rehearsal (based on availability)

## **Photo Session**

Use of space for 2 hour photo session (based on availability)

## **Two Dressing Spaces**

## **Setup and Cleanup**

## **Ample Parking**

*\*14 hour rental period includes time for vendor setup, the arrival through departure of guests and cleanup. You may select any 14 hour time frame for your rental hours, however the rental period must conclude by 12am.*



# Rental Rates

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**Saturday** \$8,500

**Friday/Sunday** \$7,000

**Monday-Thursday** \$4,000

*\*20% off Jan, Feb*

*\*10% off Mar, July*

*Additional time: \$300/hr*

*Holidays are subject to increased rate*

All rates are subject to 6.75% NC Sales Tax.  
Pricing is subject to change until under contract.

Venue rental rate does not include food and beverage costs, which start at \$49 per guest. Please see catering packages for details.

## Enhancements

*To simplify planning and customize your experience, we can enhance your package with the following items.*

- In-house Wedding Coordination
- Custom Lighting and draping
- Specialty place settings and linens
- Cake stand and dessert display platters
- Votive candles, mirrors and table number holders
- Lounge furniture
- DJ, Photo Booth
- Outdoor games
- Courtyard heaters and fans
- Band staging
- Coat check attendants



# REVOLUTION MILL EVENTS



**FREQUENTLY ASKED QUESTIONS**  
For The Colonnade

# FAQ

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## **When can I visit the space?**

We would love to show you all The Colonnade at Revolution Mill has to offer for your wedding! Due to our active event calendar, all tours and meetings should be scheduled in advance. We offer weekdays, after hours and occasional Saturdays depending on space availability. Please email to schedule a time!

## **How do I reserve my wedding date and what is the payment schedule?**

Submit a nonrefundable first payment of 50% of the estimated total due (venue rental rate + estimated catering costs) and a signed contract. The balance of the final total due must be paid 2 weeks prior to the event date. Payments are accepted by cash, check (payable to Pepper Moon Catering) and credit card. Please inquire about payment plans.

## **May I make changes to my contract after booking? When are final details and guest count due?**

Yes, you may make changes! We will work with you during the planning process to help you refine your food, beverage and rental selections. Whenever you make an update, we will provide a revised contract, so you know where your costs are allocated.

You may change the estimated headcount provided at the time of booking. The final guaranteed guest count, menu selections, layout and event details are due 3 weeks prior to the Event Date and may not be reduced from that point.

## **May I bring in outside alcohol?**

**No alcohol is permitted to be carried in.** The Colonnade holds a Private Club ABC Permit, therefore all alcoholic beverages upon the premises must be provided and served by our staff. We offer a variety of bar service options to meet your budget. Please see the alcohol rules in your contract.

## **May I bring in wedding cake or specialty desserts?**

Yes, and we are happy to provide cake cutting service at no additional charge.

## **Do you offer a food tasting?**

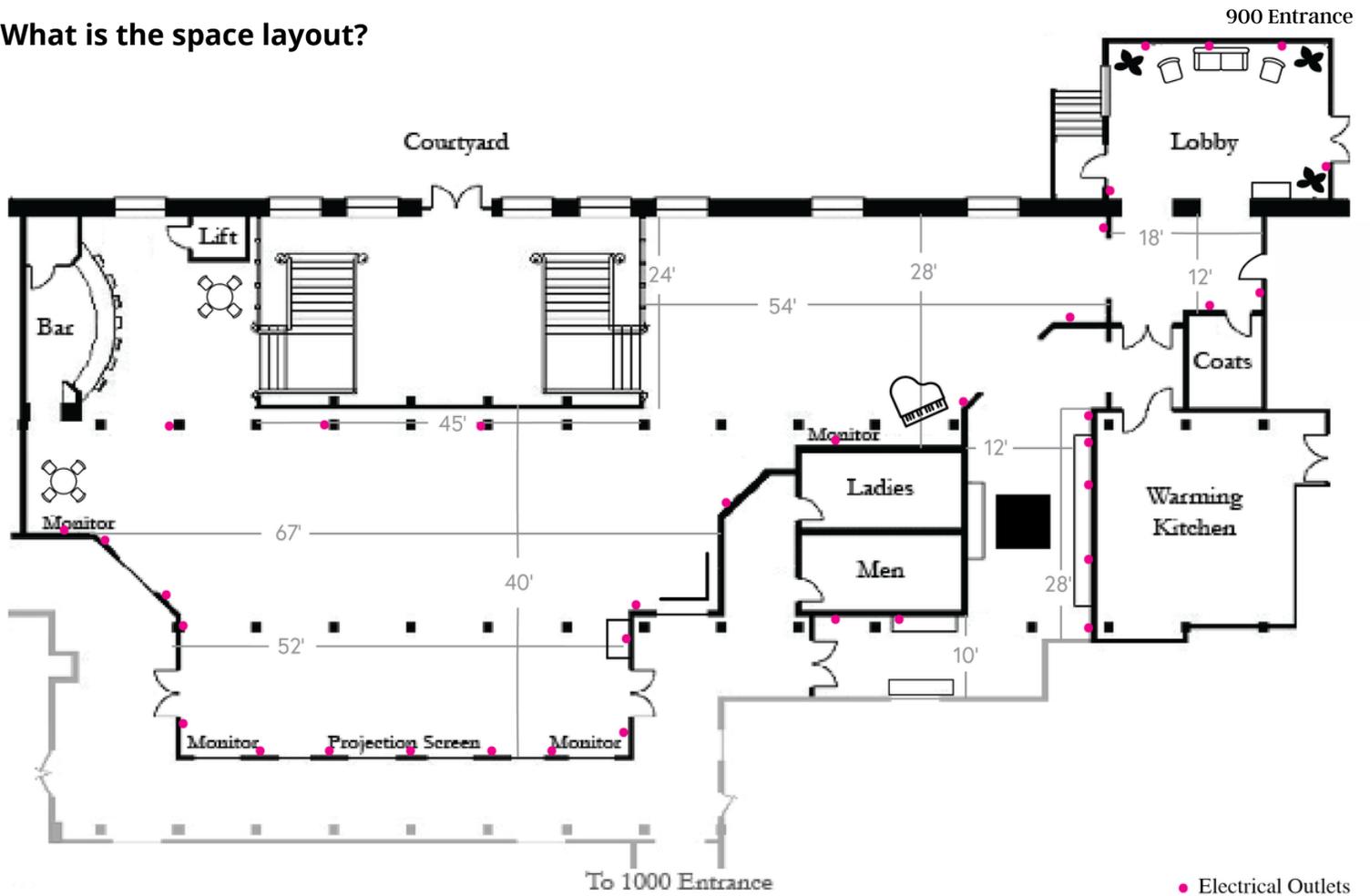
We offer couples complimentary tickets to our two open house tastings per year. The tasting menu is selected to include a range of items such as hors d'oeuvres, entrees, and side dishes. You will experience a live event in The Colonnade to help you envision your day while being assured of our excellent food quality and amazing catering staff service. It's delicious and a lot of fun to attend! Private tastings may be arranged for an additional charge.

## **Do you offer custom menus and special food requests?**

Yes, the provided menus are a great starting point, but we love to custom design menus to reflect your personal tastes and the season. We are happy to discuss gluten/dairy/nut free, vegan/vegetarian and kids options.

# FAQ

## What is the space layout?



## What tables and chairs are provided?

(200) gold chiavari chairs, (200) white garden chairs  
(25) 60 inch round, (3) 48 inch round, (6) 6 foot, (8) 8 foot, (8) tall cocktail tables

## What is a typical 14-hour wedding timeline?

- 7 hours Getting Ready, Vendor Setup, Photos
- 30 minutes Guest arrival
- 30 minutes Ceremony
- 1 hour Cocktail Hour
- 4 hours Reception
- 1 hour Vendor Breakdown/Cleanup

Everyone may access the venue during your 14 hour contracted rental time. Additional rental time is available if desired.

In a typical timeline, bars open at cocktail hour and must close at 30 minutes prior to the end of the reception, which is 4.5 hours of service

# FAQ

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## **Do you offer time for a wedding rehearsal?**

We offer 1.5 hours for a ceremony rehearsal depending on availability. At 60 days prior to your event we will confirm your rehearsal time. We like to be as flexible as our schedule allows! Your rehearsal will take place in The Colonnade or Color Works Meeting Space depending on space availability.

## **When may we schedule the included photo session?**

We offer use of The Colonnade for a two-hour complimentary photo session to be scheduled Monday through Friday, 9:00 am to 5:30 pm based on availability. Additional or after hours may be available for an additional charge. We reserve the right to reschedule photo shoots, with your full notification, if the shoot interferes with events booked in the Venue. You are responsible to provide a photographer.

## **Is there a weather backup plan for outdoor ceremonies?**

Yes, we have beautiful indoor options! We will discuss an inclement weather ceremony plan during your planning meeting. If inclement weather is approaching, we will be in touch the week of the wedding to finalize a decision. While we will make every reasonable effort to accommodate your wishes, we have learned it is best to decide as early as possible to alleviate the uncertainty and added stress. We will provide one complimentary reset to accommodate moving inside due to bad weather. Management reserves the right to make a final decision on ceremony location based upon weather conditions and safety.

## **Do you allow pets?**

Well behaved pets are welcome during photo sessions and ceremonies. You are responsible to clean up after your pet.

## **Do we need a microphone for courtyard ceremonies?**

It is recommended to have a microphone for outdoor ceremonies. Your DJ or live musicians can usually provide sound equipment for this purpose. There are several power outlets available.

## **Do I have to use certain vendors? Is there a wedding coordinator requirement?**

All food (with the exception of wedding cake and specialty desserts), beverage and equipment rentals (linen, china, chairs, etc) must be secured through Pepper Moon Catering/Revolution Mill Events.

*Clients are required to hire a wedding coordinator from our pre-approved list.* The vendors included on the list are experienced professionals with a variety of styles and price points. Coordinators must attend the final walk through meeting, rehearsal, and be onsite through the end of the rental period. A seasoned coordinator is an essential part of your vendor team to create a successful wedding day!

You are welcome to hire other vendors to provide additional goods and services. We are happy to provide a list and chat about recommended vendors.

# FAQ

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## **Are we allowed to bring in décor? Are there decor restrictions?**

Absolutely - you are welcome to bring your own unique event décor! Décor must be installed and removed during your rental period.

### NOT PERMITTED

- Foil confetti, paper confetti, sprinkles, sequins, items that shed glitter, birdseed, rice, hay, fog machine, bubble machine, pyrotechnics.
- The use of nails, tacks, tape, command strips, glue or staples to affix items to walls or columns.
- Silk petals outdoors.
- Open flame - candles must be enclosed in glass or metal containers.
- Glass vases or candles on the floor.

### GENERAL

- All decorations must be removed without causing damage to the venue.
- Only low tack tape, such as Gaff tape, may be used to tape down cords to the wood floor.
- No rearrangement of venue furniture or art work.
- All florals should be pre-arranged, no flower arranging on site.

## **What may I use for an exit?**

We allow sparklers, glow sticks, fiber optic wands, ribbon wands, noise makers, bubbles, butterfly releases and fresh petals/leaves for outdoor use. We DO NOT allow confetti, sequins, glitter, rice, birdseed or fire lanterns.

## **May we drop off items prior to our event time?**

Please ask - if space allows, we are happy to accommodate you dropping off items for advance storage.

## **Will you clean up the space?**

Yes, we will take care of cleanup! You are responsible to remove all personal items, decorations, and signage from the interior and exterior of the space by the end of the venue rental.

# Important Dates and Reminders

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*Does the wedding planning process seem like a daunting task?*

*We will help guide you every step of the way to make your venue and catering planning process an enjoyable one! With extensive experience in planning and executing Greensboro weddings, we are uniquely equipped to take what may seem like a daunting task and smoothly transition your vision into your dream wedding.*

## INITIAL MONTHS

- Review this document and the contract which will answer many of your questions
- Use a planning guide to stay on track, such as <https://www.theknot.com/content/12-month-wedding-planning-countdown>
- Attend our open house/tastings (watch your email for info)
- Start Completing your Wedding Info Sheet

## 3-4 MONTHS PRIOR

- Schedule a planning appointment to discuss event timeline, room layout, food/beverage menu, vendor needs, and rental selections

## 2 MONTHS PRIOR

- Schedule your rehearsal time

## 1 MONTH PRIOR

- Firm up any decisions to be made
- Schedule a final walk through with your day of coordinator

## 3 WEEKS PRIOR

- Final guaranteed headcount due
- Changes to layout/seating chart due
- Anticipated guest list due if having bar service

## 2 WEEKS PRIOR

- Remaining balance due