

The Altar Room is an internationally recognized location.  
A stunningly beautiful experience, encapsulating a piece of history, curiosity,  
and mystique. For those seeking special memories inside one of the most  
enchancing spaces in Sacramento, California.  
A space designed for people who enjoy privacy and exclusivity.



### **FREQUENTLY ASKED EVENT VENUE QUESTIONS:**

**We are first and foremost a museum of history and artifacts. We love people to enjoy themselves, however events that don't respect the museum will not be permitted.**

**Q:** Did your venue move? Yes, we now reside at our new location as of September 2021.

**Q:** Do I need to make an appointment for a tour of the venue? Yes. We are happy to provide tours. An appointment is required by contacting Shasta Smith at: [TheHighAltar@gmail.com](mailto:TheHighAltar@gmail.com) or calling 916-871-2892

**Q:** What is your capacity? This **varies greatly** depending on the type of event, however, here is a guide. We encourage you to ask questions as it relates to your specific event.

- Castle table dining: 26 max.
- Staggered dining: 30 max.
- Standing events: 30-35 max.
- Coming and Going events: 40 persons per hour
- \*\*Photoshoot only rentals: 8 persons max. no food-no alcohol.
- \*\*Business seminars/meetings rentals: 30 persons max. no alcohol – box lunch only

**Q:** Can I have you hold a date? Dates are secured with a non-refundable deposit and signed contract. We do not hold dates.

**Q:** How are costs calculated? Hourly rental costs are calculated from the time you request us to unlock the doors till the moment the last person exits the building after clean-up, this includes the vendors you hire.

**Q:** Do you require renters to select from a "preferred vendors list"? We do Not have a preferred list. We do have wonderful vendor recommendations. You will however be required to hire a licensed and insured caterer/vendor. Our location no longer allows outdoor cooking set-ups, or food trucks. All aspects of your event must take place indoors.

**Q:** Do you have tables and chairs? We have seating, wood dining tables, and cocktail tables as it pertains to our capacity. This is included in your rental. A/V equipment needs are the responsibility of the renter.

**Q:** Who provides food service? You may hire a qualified, licensed, and insured food caterer or chef of your choice. We are happy to refer you to great food caterers and award-winning chefs.

**Q:** Who provides drink service? Alcohol must be served by a licensed and insured caterer. No exceptions.

**Q:** Can you provide additional staffing during my event for bussing, cleaning, set up, or specialty service? Yes, for an additional staffing fee. Our goal is for you to have a fantastic experience.

**Q.** Can you provide gift services for my special guests? Yes, most items in our museum shop are for sale. Let us know what you'd like to purchase, and we will happily gift wrap for you. We are also happy to provide consultation on all the antiques and gift options.

**Q.** Can I have a band play live music? Live Amplified bands are prohibited; however, we are happy to discuss options.

**Q:** Do you have a dress code? No, however, we encourage you to have a wonderful, elevated experience.

**Q:** Do you give discounts to non-profits? To put it simply, no. The Altar Room exhibit, and museum are a part of historic preservation efforts. Although we are not a discount facility, our goal is that our venue provides you and your guests with the inspiration to have an amazing experience.

**Q:** When can I start my event? All arrangements can be made assuming it does not overlap another event.

**Q:** What is the duration of a rental? All arrangements can be made assuming it does not overlap another event.

**Q:** When can I or my vendors begin to set-up/load-in for my event/day rental? All arrangements can be made.

**Q:** When do I or my vendors have to load-out? The load-out must be completed the day of the event. We have NO storage space at this location, and anything left behind will result in a second day facility rental charge and will impede the following day's event.

**Q:** Does Altar Room require liability insurance? Yes. A standard one day \$2,000,000 certificate of liability insurance including bodily injury and property damage listing the location as additionally insured is required. Motion Picture filming will require more, please inquire. This has been known to cost the renter \$100 (on average). You can get a quick quote at: [www.theeventhelper.com](http://www.theeventhelper.com)

**Q:** Is parking available? Yes, we have a clean, well lit, private parking lot. Parking is first come-first serve.

**Q:** Can we reserve a wedding rehearsal? Yes, for those renting our facility. The rehearsal must be scheduled in advance so not to overlap with another event or public day to day operations and is the same hourly fee as your event.

**Q:** I'm getting married somewhere else, can I do a photoshoot at your location? Yes, We have special rates for photoshoots.

**Q:** How do I submit an inquiry to rent the facility? Send an email to Shasta Smith with details: TheHighAltar@gmail.com OR Call 916-871-2892

**Q:** What do we have to clean? Clean-up of personal decorations and belongings is the responsibility of the renter. ALL your personal items must leave with you after your event has ended and trash placed in provided receptacles.

**Q:** Do you rent your location on holidays? Yes. There is venue buy out fee + \$695 per hour for holiday and holiday eve rentals. Dates include but are not limited to: Thanksgiving Eve, Thanksgiving Day, Christmas Eve, Christmas Day, New Year Eve, New Years Day

**ADDITIONAL NOTES:**

- Payments by check or cash is preferred. Use of Credit Cards will be charged a 5% fee.
- Due to the value of the interior building content, there will be an Altar Room host on site during the duration of your stay.
- The request to remove anything from the museum/building for your personal event will be charged moving and storage fees that are in addition to the hourly rental rate. Quotes can be provided.
- The Altar Room has 24-hour indoor & outdoor security cameras.