



What kind of event can I have at NEO?

NEO can handle all types of events, large and small. Corporate events, weddings, bar and bat mitzvahs, anniversaries, are all easily accommodated. The first floor Oakland Room can seat up to 300, and the 4th floor NEO Room can seat up to 500. In 2011, the facility will be available on Saturday nights at the combined rate only (see rate sheet). Only one event will be held at NEO on Saturday evening.

The cocktail reception is held in the 1st floor Oakland Room upon arrival, and complimentary champagne is included in the bar service. Once the wedding party has arrived, guests can ascend to the 4th floor NEO Room for dinner and dancing.

Do I have to use one of the caterers from the recommended caterers list?

NEO encourages use of one of their recommended caterers. If you prefer to use a caterer not on our recommended list, we must contact them prior to the event to have them complete a catering contract with NEO. In 2011, NEO will be introducing complete wedding packages as part of their services.

What do the caterers provide, and do I contact them directly?

Your caterer will provide all food, china, table settings, and linens, and any other decorations you may wish to have them provide. NEO provides tables and chairs for your guests, as well as providing the bar service on a per person basis.

What does the rental fee include?

Your rental fee includes private use of the facility during a specific time period, and supervision in conjunction

with your caterer by the NEO staff and cleaning crew. The rental fee also includes tables and chairs for your guests, as well as complimentary valet parking and complimentary champagne during the cocktail reception.

Additional staffing may apply depending on the size of the event and amount of space rented, and a surcharge will apply.

Does NEO provide decorations for private events?

Decoration arrangements must be made with outside vendors of your choice.

Can I have music at my event at NEO?

Yes, you may have a band, DJ, or other music of your choice playing in your space during the event.

Does NEO have lighting that can be used for my event?

Yes, NEO provides for mood lighting and can work with you to tailor the lighting to complement your event.

Where can my guests park?

NEO offers complimentary valet parking on Saturday evenings.

When can I access the room before the event?

Whenever possible, NEO allows you to set up the day prior to your event. If that is not possible, you will be provided no less than four hours of set-up time prior to your event's start time, however more time may be allowed depending on availability of the space prior to your event.

Can I store materials for my event at NEO?

At their discretion, NEO may allow storage.

How and when may I secure my date for my event at NEO?

Private events are generally booked 6 months to one year in advance. Space is not confirmed until the rental contract and deposit are received.

What is the cancellation policy for events?

Events may not be cancelled once the initial fee has been paid and the rental contract signed. However, because we realize that some circumstances cannot be avoided, NEO is happy to reschedule the event for a different date but will not refund any portion of the deposit. You will need to research and contact your caterer for their cancellation policies.