

FRONTIER

cafe+cinema+gallery



Welcome to Frontier!

Frontier's mission is connecting people to the world, through food, film, music and art. Above and beyond this, we love sharing our space and bringing people together!

If you are planning a special event and searching for a unique venue, Frontier welcomes you to explore our space and suite of services with the assistance of our Events Coordinator.

Frontier is an ideal and festive setting for private events such as birthday parties, rehearsal dinners, weddings, film screenings, holiday parties, concerts and other special occasions. Our space can also easily transform to meet the needs of business meetings, conferences, fundraisers and community events.

Frontier is located in Fort Andross, an historic mill situated on the Androscoggin River in downtown Brunswick. Our space has been thoroughly restored using reclaimed materials, fixtures and equipment, while preserving the original features and textures of the old mill. Frontier offers a dynamic atmosphere and embraces a catering philosophy that celebrates fresh ingredients, world flavors and seasonal specialties.

Thank you for thinking of Frontier for your special event. We look forward to working with you to make your event memorable.

Included in Frontier's event packet:

- Space descriptions & imagery
- Event planning guide
- Guidelines & information
- General Terms & Conditions
- Catering menu & daily menu

We're available to answer questions and guide you through the event planning journey. You can reach Chelsy, our Events Coordinator, by email chelsy@explorefrontier.com or by phone at 207.725.5222.

Have Fun | Eat Well



SPACE DESCRIPTIONS

Rental rates vary depending upon location and event details. Frontier catering available in all locations.



CAFE & THEATER

Go Beyond...rent the whole space! All of Frontier's spaces come together to provide a cross-functional and social atmosphere. This combination is perfect for fundraisers, weddings, receptions, silent auctions, holiday parties, and other special events suited for large parties. 75-200 people (seating capacity is dependent upon set up desired)



CROSSROADS

A casual and comfortable section of the cafe offering privacy and soft seating. Well suited for informal meetings, and casual social gatherings. Seats 8-10 people (20 max with people seated and standing)



THEATER

Your very own theatrical setting! The layout of our theater can easily conform to fit the desired atmosphere of your event. Works well for film screenings, parties, concerts, anniversary celebrations, slideshow presentations, and conferences. Seating capacity is dependent upon set up desired.



GALLERY SQUARE

This space includes approximately half of Frontier's cafe. Ideal for social gatherings, celebrations, special dinners, and luncheons. This space suits up to 50 people (seating capacity is dependent upon set up desired) and may be combined with the theater to accommodate larger and more dynamic event.



PLUSULTRA TABLE

A cozy corner of our café that offers a family style seating arrangement. Well suited for a birthday parties, baby showers, luncheons, business meetings, engagement parties, and other small gatherings. Seats 12 people.



MEETING ROOM

A quiet business meeting space in the Fort Andross Mill, conveniently located next to Frontier. Allow us to cater your group meeting. This space is ideal for individual meetings, break-out sessions, presentations, conference calls, and other gatherings. A/V included. The room seats approximately 20 people (10 at table).



EVENT PLANNING GUIDE

If you are interested in an event at Frontier, please complete the following form.

This will help us understand the needs of your event and provide you with a preliminary proposal.

Date of Request:

Name/Organization (please note if you are a non-profit):

Email/Phone:

Type of Event:

Desired Space:

Date of Event:

Time & Duration:

Approximate Guest Count:

Private or Public Event (if public, please include if you will be charging admission):

Special Requests/Notes:

Technical Information:

Please tell us what audio/visual components are needed for your event

Sound (mic, speakers, music, etc)

Projection (powerpoint, DVD, etc)

Live Music

Other (please explain)

Catering Service:

Please indicate whether you are interested in Frontier's specialty catering service for your event (outside food and beverages are not permitted)

yes

no

Additional Remarks:

Thank you for your interest in planning your event at Frontier. Please email, fax, or mail your information to Frontier upon completion. We will be in touch with you within 48 hours.



GUIDELINES & GENERAL INFORMATION

Overview:

Frontier Café, Cinema & Gallery – a destination where people can gather to enjoy and explore food, film, music and art inspired by the world beyond. Our unique 85-seat cinema provides a dynamic space for screening films, hosting lectures, workshops, meetings, social and community events and festivals. Frontier is committed to creating an experience that blends fresh local produce, world flavors and seasonal culinary traditions with a lively meeting place that encourages cultural/community exchange. Frontier’s mission is our invitation to you – come in...go beyond. Our desire is that your experience at Frontier will become an exciting part of your own living ritual.

Frontier may be rented by individuals, businesses, and non-profit organizations for social, business, educational and/or entertainment events. We are open Monday through Saturday, with Sunday being a possibility for certain private events.

Deposit:

A non-refundable deposit (50% of rental fee) is required to reserve your event date. Please see terms and conditions for general fee schedule.

Discounts:

Discounted rates are available for non-profit organizations.

Events Coordinator:

Frontier’s Events Coordinator can help coordinate many aspects of your event. We also welcome working with your own personal Event Planner to greater assist with the structure and flow of your event. Our Events Coordinator and/or designated staff will be present at your event to work with you and other vendors to ensure the fluid execution of your event.

Extensions:

Please be considerate of the timing of your event – both start and end times. Additional charges will be discussed if more time is needed for your event.

Kitchen Use:

We are unable to allow you or your guests into Frontier’s kitchen. We will happily assist you if need be with special kitchen requests. Outside food and beverage are not permitted.

Entertainment:

Frontier welcomes dancers, DJ's, musicians, jugglers, comedians, mimes, magicians, politicians, clowns, poets and other acts of entertainment for your event. However, Frontier reserves the right to deny certain performances if they are offensive or do not align with Frontier's mission.

Audio/Visual Equipment

Frontier offers a professional audio and video system for private events:

- Video projection (Eiki LC-W3, 3000 lumens, HD compatible, True WXGA resolution. UXGA ~ VGA and MAC compatible.)
- VHS/DVD compatibilities
- PC/Mac compatibilities (laptop provided by customer)
- Microphone & stand (additional devices may be added)
- Wireless microphone available
- Mackie 12-Channel mixing board
- Stage lighting (theatre and café)
- Matte white screen (7' x 12')

Please bring all necessary adapters and power/extension chords if you will be using a laptop or other special equipment for your event/presentation. While Frontier's equipment is compatible with most a/v devices, we highly recommend you test your film/instrument/computer etc. on our system prior to the day of your event. Rates for usage of our a/v equipment vary based on requirements and duration of use.

Media/Press:

Please let us know in advance if media/press coverage applies to your event. Frontier can help promote your event through our existing marketing channels, as well as provide additional services such as press releases, visual media and other forms of marketing material (additional fees may apply). Frontier will work together with you to deliver the best media/press coverage for your event.

Event Reservations:

For a small service fee Frontier can handle all ticketing and reservations for your event. This includes cash, check and credit card transactions, in person or by phone. Currently we do not offer online reservations.

Invitations, Publicity & Signage:

Without prior approval, invitations and event-related publicity should clearly state that Frontier is the site for, and not the sponsor of, the event. Please do not publicize or send invitations to your event until we have a signed contract. Prior approval is needed for any signage and decorations within or around the Fort Andross Mill Complex.

With prior approval, the Frontier marquee may be used to promote your event.

Display Tables, Rentals and other Special Requirements

Frontier maintains a number of six-foot foldout tables and table clothes available for use (typically brown or black). Foldout chairs are also available. Should your event require any additional items, Frontier would be happy to assist in renting such items. Please discuss your needs with our Events Coordinator.

Décor/Display:

Frontier's seasonal décor (fresh flowers, plants, herbs, pumpkins, wreaths, etc...) as well as artwork (photographs, paintings, sculptures, etc...) will be on display throughout the space during your event, unless prior arrangements are agreed upon. Frontier cannot guarantee in advance what exact décor/art will be on display during your event, so if you require something specific please discuss your ideas with our Events Coordinator. We welcome working with a floral designer and will happily recommend a few local people who have worked with Frontier on past events.

Understanding the specific needs of your event in advance will enable us to determine if any extra setup time or staffing will be needed. Additional fees may apply.

Should you desire candles for your event, Frontier can provide a small supply of votives and lanterns. There will be no open flame allowed; all candles must be contained and lit only by designated Frontier staff.

We welcome ideas to transform and personalize Frontier for your event, but please understand that limitations and additional fees may apply.

Maximum Capacities:

Frontier's Events Coordinator and/or designated staff will discuss the maximum capacity and suitability for the space you are renting at Frontier. Capacity varies depending on space layout.

Parking:

There are several parking options available at Fort Andross. During regular business hours (8am-5pm; Monday-Friday) please park in the town lot or in the 1-2 hr parking spaces available at Fort Andross. Please avoid all reserved parking unless it's a designated Frontier space (Fort Andross Management enforces this policy and will tow your vehicle). With advance notice, Frontier can secure dedicated parking for your event (additional fees may apply). All parking spaces are open after hours on weekdays and all day on weekends.

Access:

Frontier is wheelchair accessible.

Smoking:

In accordance with state law, smoking is prohibited in Frontier, as well as inside Fort Andross. There are outside areas close to Frontier where you or your guests may smoke. Please take this into consideration when planning your event.

Additional Resources/Services:

Please let us know if you are interested in any additional services for your event. We have a recommended list of florists, photographers and musicians.

Miscellaneous

Use of Frontier's space will not be granted for events that restrict admission on the basis of race, color, national origin, sexual orientation, disability or sex. Frontier reserves the right to deny facility use to any event that it considers dangerous, illegal or contrary to Frontier's mission.

Updated: 3.15.10



GENERAL TERMS & CONDITIONS

A space rental deposit of \$ _____ (50 % of rental fee) is due in order to reserve your event date/time.

Remaining balance on space rental and ½ (half) of all catering fees due 30 days in advance of the event (_____). All remaining fees (beverages, staff, rentals, taxes, gratuity and any additional service charges) will be due at the conclusion of the event.

Space rental deposit is refundable up to 30 days before the event; minus 20% of total space rental fee.

Space rental and catering fees are non-refundable if cancelled less than 30 days in advance.

If we are able to re-rent the space for an equal or greater amount, then Frontier will refund space rental and catering fees; minus 20%.

If we are able to re-rent the space for a lower amount, then Frontier will refund some portion of the space rental and catering fees.

I/We have read and understand Frontier's Terms & Conditions, as well as the Guidelines & Information. I/We agree to the conditions outlined in this agreement and certify that I have full authority to enter into this agreement. Two copies are provided. Please sign both – one for your records and one for Frontier.

_____	_____	_____
Name	Signature	Date

_____	_____	_____
Name	Signature	Date

Company Name (if applicable)