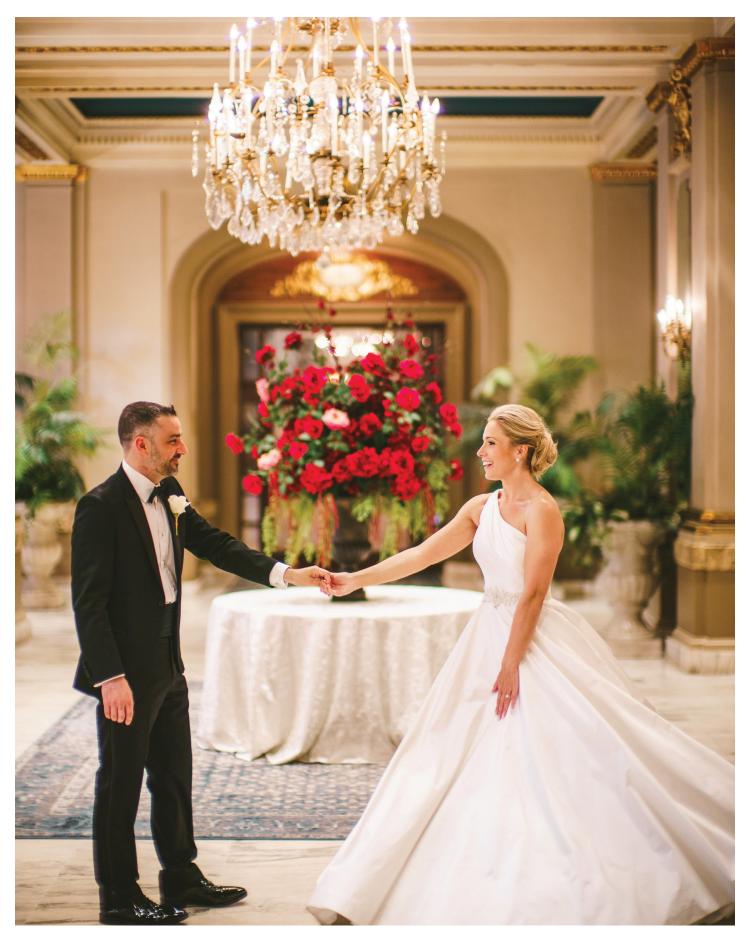


## 

# WEDDINGS



Sam Hurd



## Amenities

#### INCLUDED IN ALL WEDDING PACKAGES

**\* \* \* \* \* \*** 

### **VENUE**

- ♦ Cocktail hour plus four-hour dinner reception
- ♦ Inlaid dance floor
- ♦ Banquet chairs, tables and bar(s)
- ♦ Ivory or white table linens and napkins
- ♦ China, flatware, glassware
- ♦ Getting-ready parlor space
- ♦ Day-of event vendor set-up

### **PLANNING**

- ◆ Dedicated planning & day-of team of Venue Coordinator & Operations Coordinator
- ◆ Personalized wedding planning document
- ♦ Custom floor plan creation
- ♦ Guidance with catering and vendor selections
- ♦ Hosted tours of venue spaces as requested
- ♦ Planning calls, emails, and meetings as requested

### DAY-OF COORDINATION

- ♦ Management of vendor set-up and clean-up
- ♦ Placement and clean-up of wedding personal items
- ♦ Management of full reception timeline
- ♦ Professional day-of catering and bar staff
- Personalized attention to details for the couple and the wedding party





Photography Du Jour

## Ceremonies

AVAILABLE TO ADD TO ANY WEDDING PACKAGE

\* \* \* \* \* \*

### **CEREMONY PACKAGE**

- ♦ Venue space and 30 minute ceremony
- Processional planning and diagrams
- ♦ B&Co. Events Coordinator for rehearsal and ceremony
  - ♦ Coordination with officiant and musicians
    - ♦ Chairs, table(s)
  - ♦ Vendor access for set-up three hours prior to event
- ♦ Doors open for guest seating 30 minutes prior to ceremony start time

### **CEREMONY REHEARSALS**

Ceremony rehearsals are scheduled for one hour and are typically held the day before your wedding. Timing and location of rehearsals are based upon availability, with full ceremony-style setup not guaranteed due to other events being held in the spaces. The wedding planning team will schedule your rehearsal three months prior to the wedding. A complimentary rehearsal is included with all on-site ceremony packages.

### **CEREMONY STAGING & DRAPING**

Inquire for custom rental pricing.

# Pre-Wedding Festivities

AVAILABLE TO ADD TO ANY WEDDING PACKAGE

**\* \* \* \* \* \*** 

### **PARLOR**

Treat your wedding party to an enhanced parlor experience.

Let us cater to you all, on the big day!

- ♦ One exclusive getting-ready parlor space available to reserve for an extra two hours prior to your event Need more time? Inquire for pricing.
- ♦ Dedicated B&Co. Events Coordinator
- ♦ Seating, tables, private restroom
- Complimentary water, soft drinks, chef's selection of hors d'oeuvres platter
- ♦ Comfortable for wedding parties of ten or fewer guests

See menu offerings on page 7.

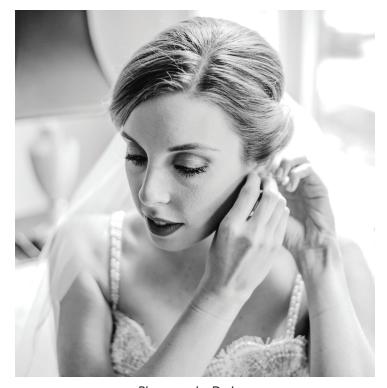


### **OWL BAR**

Kick-back & cheers to the big day, historic speakeasy-style!

B&Co. Events can reserve a table in the historic Owl Bar for up to ten guests prior to the wedding.

See menu offerings on page 8.



Photography Du Jour



Artful Weddings by Sachs Photography

# Pre-Wedding Festivities

AVAILABLE TO ADD TO ANY WEDDING PACKAGE

. . . . . .

### PARLOR DAY-OF MENU

Extended use of the parlor space requires the pre-purchase of food and beverages. Each platter serves 6-8 guests.

**VEGETABLE CRUDITE** 

Roasted red pepper hummus, herbed-yogurt dip

MINI SALADS

Select two: Watermelon-feta, caprese, caesar, seasonal berry

**DEVILED EGGS** 

ASSORTMENT OF FINGER SANDWICHES

Chef's selection

**ASSORTED QUICHES** 

Ham, bacon and swiss, spinach, mushroom, goat cheese

ASSORTED BAGELS

Cream cheese, butter, preserves

POPCORN CHICKEN AND WAFFLE STICKS & CANDIED BACON PANCAKE POPS

ASSORTED BREAKFAST PASTRIES

Mini muffins, scones, croissants, preserves, spreads, cream cheese, butter

**BEVERAGES** 

Outside beverages (both alcoholic and non-alcoholic) are not permitted in the parlor.

MIMOSA BAR

Champagne served with assorted juices

**GOURMET COFFEE & TEA SERVICE** 

Gourmet coffee, decaf, tea, milk, cream and sugar

LEMONADE, ICED TEA & INFUSED WATER

Select two:

Strawberry lemonade, traditional lemonade, cucumber mint-infused water, citrus-infused water, peach sweet tea, traditional iced tea with lemon

**BOTTLED WATER &** ASSORTED SOFT DRINKS

# Pre-Wedding Festivities

AVAILABLE TO ADD TO ANY WEDDING PACKAGE

OWL BAR DAY-OF MENU

**BAKED BRIE** 

Local honey, almonds, apples, grapes, toasted baguette

**DUCK FAT FRIES** 

Fried rosemary, truffle salt, shaved Pecorino, truffle aioli

**NACHOS** 

Chips, pepper jack cheese sauce, sour cream, pico de gallo, jalapeños, tomato salsa, and guacamole

**POTATO SKINS** 

Bacon, cheddar, sour cream, chives

ASSORTED SLIDERS

Select three. **AHI TUNA** 

BBQ PULLED PORK

**VEGGIE TRUFFLE** 

**BEVERAGES** 

**MIMOSAS** 

Champagne served with assorted juices

**BUCKETS OF BEER** 



# Our Culinary Experience



Photography Du Jour

Wedding menus as exquisite as the ballrooms themselves. At Belvedere & Co. Events, you don't need to choose between elegant surroundings and an amazing dining experience. Locally inspired cuisine curated by our Executive Chef will delight your guests from the first bite.







Rachel Smith Photography, Photography Du Jour

Belvedere & Co. Events boasts an extensive menu with chef-curated offerings to suit any palate. The following pages provide three sample menus that correlate with our three wedding packages.

## The Belvedere Wedding Sample Menu

### **COCKTAIL HOUR**

CHICKEN SATAY, spicy peanut sauce (GF) CRISPY CAULIFLOWER LOLLIPOP, red coconut curry sauce STEAK & ASIAGO SPRING ROLL, roasted onion horseradish cream

### LE JARDIN

Roasted, grilled and fresh vegetable crudités, served chilled with chef's selection of dipping sauces

#### **SMOKED SALMON**

Shaved red onion, capers, dill crème fraîche, lemon toast points

#### FRUIT AND CHEESE BOARD

Dried fruits, nuts, seasonal fresh fruits, crostini, water crackers

### DINNER RECEPTION

### SALAD

BABY ICEBERG WEDGE, grape tomatoes, buttermilk herb dressing, crumbled bacon

### **ENTREE DUET**

ROSEMARY & GARLIC TUSCAN CHICKEN, roasted red pepper and balsamic chicken jus SALMON BEURRE BLANC, lemon, white wine and chives

TWICE BAKED POTATO and HARICOTS VERTS WITH BELL PEPPERS

### DESSERT

WEDDING CAKE\* **CHOCOLATE COVERED STRAWBERRIES\* COFFEE & TEA** 

### LATE NIGHT BITES

GOURMET GRILLED CHEESE, chef's selection of a variety of savory and sweet miniature sandwiches\* \*Starred items denote enhancements.

## The Traditional Wedding Sample Menu

### **COCKTAIL HOUR**

ROASTED DUCK TACO, manchego, salsa verde, cilantro crème fraîche SHRIMP & GRITS, spicy rock shrimp, crispy grits cake, tomato coulis (GF) WATERMELON & FETA KABOB, mint (GF)

#### **SMOKED SALMON**

Shaved red onion, capers, dill crème fraîche, lemon toast points

#### GLOBALLY INSPIRED BREADS AND ACCOUTREMENTS

Focaccia, naan, baguettes, Bavarian soft pretzels, roasted red pepper hummus, bruschetta, pesto ricotta spread, cold spinach and artichoke dip, black forest mustard, warm beer cheese

#### BAKED BRIE EN CROUTE

French brie cheeses wrapped in puff pastry, honey pecans, raspberry coulis, toasted almonds, dried and fresh fruit accompaniments, baguette crostini

#### **SOUTH OF THE BORDER\***

Carne asada, pulled chicken, house flour tortilla, lettuce, tomato, sour cream, guacamole, salsa, cheddar, pepper jack cheese

### **DINNER RECEPTION**

### SALAD

BABY ARUGULA SALAD, grape tomatoes, ricotta salata, crostini, lemon garlic vinaigrette

### **ENTREE DUET**

GARLIC & HERB-ROASTED STRIP LOIN, caramelized pearl onions, wine merchant's pan sauce BRONZED MAHI MAHI, ginger orange glaze

GARLIC PARMESAN CAULIFLOWER RICE and BROCCOLINI

### DESSERT

WEDDING CAKE\* MOORENKO'S ULTRA-PREMIUM ICE CREAM\* **COFFEE & TEA** 

\*Starred items denote enhancements.

## The Elite Wedding Sample Menu

### **COCKTAIL HOUR**

MINIATURE CRAB CAKES, caper and chive remoulade LAMB LOLLIPOP CHOP, mint tomato marmalade (GF) COCONUT LOBSTER, mango chili sauce

#### LE JARDIN

Roasted, grilled and fresh vegetable crudités, served chilled with chef's selection of dipping sauces

#### **BAKED BRIE EN CROUTE**

French brie cheeses wrapped in puff pastry, honey pecans, raspberry coulis, toasted almonds, dried and fresh fruit accompaniments, baguette crostini

#### FRUIT AND CHEESE BOARD

Dried fruits, nuts, seasonal fresh fruits, crostini, water crackers

### **DINNER RECEPTION**

### SALAD

FENNEL SALAD, shaved fennel, mango, grilled pineapple, orange vinaigrette

### **ENTREE DUET**

PISTACHIO CRUSTED HALIBUT, lemon beurre blanc, crispy shallots STEAK DIANE, center cut filet mignon, roasted mushrooms, cognac peppercorn sauce

RED-SKINNED SMASHED POTATOES and SAUTÉED ASPARAGUS

### DESSERT

WEDDING CAKE\* MINIATURE DONUT DISPLAY\* **COFFEE & TEA** 

### LATE NIGHT BITES

DUCK FAT FRIES, fried rosemary, truffle salt, shaved pecorino, truffle aioli\* CRISPY CHICKEN TENDERS AND SAUCES, sweet BBQ sauce, honey mustard, buffalo\*

\*Starred items denote enhancements.

## Enhancements **DESSERT**

Available to add to any menu package.

### WEDDING CAKES

Clients are welcome to bring in outside cakes which will be cut and served or displayed.

### **DESSERT TABLES**

Cake not your thing? B&Co. Events can provide the set-up for assorted dessert table(s), plates, napkins. Inquire for a list of local bakeries.

### PLATED DARK CHOCOLATE **DIPPED STRAWBERRY**

**GOURMET COFFEE & TEA SERVICE** 

Gourmet coffee, decaf, tea, milk, cream and sugar

### SEASONAL PLATED DESSERT

Cheesecake, crème brûlée, tiramisu, tres leches cake

### MOORENKO'S ULTRA-PREMIUM **ICE CREAM**

Plated serving, custom flavors available

CHEF'S SELECTION OF MINIATURE DESSERTS

### MINIATURE DONUT DISPLAY

Assorted flavors of mini donuts and donut holes, dipping sauces

Add any dessert bar to your beverage package. \*Specialty bartender required

### **SPIKED COFFEE\***

Vodkas: Dutch caramel, vanilla, double espresso, and dark chocolate, Irish cream, amaretto, whipped cream, cinnamon, and nutmeg

### **DELUXE ESPRESSO\***

Regular and decaf espresso, syrups, toppings

## Enhancements LATE-NIGHT BITES

### PASSED MINIATURE SAVORY SNACKS

Available to add to any menu package. Served during last hour of reception.

### CHEESEBURGER SLIDERS

Chipotle ranch aioli

### **GOURMET GRILLED CHEESE**

Chef's selection of a variety of savory and sweet miniature sandwiches

### TATER TOTS

Spicy ketchup, whole grain mustard, truffle aioli

### **DUCK FAT FRIES**

Fried rosemary, truffle salt, shaved pecorino, truffle aioli

### CRISPY CHICKEN TENDERS AND SAUCES

Sweet BBQ sauce, honey mustard, buffalo



Bekah Kay Creative

# Beverage Packages

### WINE & BEER BAR

#### WINES

Cocktail hour wine greeting and reception champagne toast included. House Chardonnay, Cabernet, Pinot Grigio, Merlot, White Zinfandel

#### **BEERS**

Bottled Domestic and Imported: Bud Light, Miller Lite, Yuengling, Stella Artois, Corona

### PREMIUM BAR

#### WINES

Cocktail hour wine greeting, reception champagne toast and table wine service included Chardonnay, Cabernet, Pinot Grigio, Merlot, Sauvignon Blanc, White Zinfandel

#### BEERS

Bottled Domestic and Imported: Bud Light, Miller Lite, Yuengling, Stella Artois, Corona

### LIQUORS

Canadian Club Whiskey, Jim Beam Bourbon, Johnnie Walker Red Scotch, Bacardi Rum, Deep Eddy Vodka, Van Gogh Gin, Captain Morgan Spiced Rum, Sauza Tequila (Silver), Triple Sec, Peach Schnapps, Amaretto, Coffee Liqueur, Sweet and Dry Vermouth

### **DELUXE BAR**

#### WINES

Cocktail hour wine greeting, reception champagne toast and table wine service included Chardonnay, Cabernet, Pinot Grigio, Malbec, Sauvignon Blanc, White Zinfandel, Champagne

#### **BEERS**

Bottled Domestic and Imported: Bud Light, Miller Lite, Yuengling, Stella Artois, Corona

### LIQUORS

Crown Royal Whiskey, Maker's Mark Bourbon, Johnnie Walker Black Scotch, Mount Gay Rum (Silver), Belvedere Vodka, Tito's Vodka, Bombay Sapphire Gin, Captain Morgan Spiced Rum, Patron Tequila, Triple Sec, Peach Schnapps, Disaronno Amaretto, Kahlua, Sweet and Dry Vermouth

> Bartenders: One Complimentary Bartender for up to 75 quests. Required Staffing: 76-150 guests (2), 151-225 (3), 226 guests and up (4)

## Enhancements **BEVERAGES**

Available to add to any beverage package \*Specialty bartender required

**BOURBON TASTING\*** 

Tasting of an array of courbon, ryes & whiskeys for your cocktail hour or after dinner enjoyment

**BUBBLES\*** 

Peach bellini, pomegranate mimosa, "Something Blue" champagne cocktail

Available to add to any beverage package

PROSECCO GREETING OR TOAST

CHAMPAGNE GREETING

**PROSECCO** 

Select in addition to your bar package.

SPARKLING WATER GREETING OR TABLE SERVICE

LOCAL MICROBREWS

Select any two in addition to your bar package. Dog Fish 60 Min IPA Heavy Seas Loose Cannon **Evolution Seasonal** Union Seasonal

SPARKLING WINE GREETING OR TABLE SERVICE

SIGNATURE COCKTAIL

# Special Considerations

AVAILABLE UPON REQUEST

### PRIVATE TASTINGS

There is a fee for each additional guest to attend. Inquire for pricing to taste menu items outside of your

### **VENDOR MEALS**

Hot chicken entree, starch, vegetables, non-alcoholic beverages

### **KOSHER MEALS**

Three-course, plated kosher meals require handling fee per meal and are ordered through our outside kosher catering partner. Inquire for pricing

### CHILDREN'S MEALS

Children ages 13 and older will be charged full adult price for menu and beverages. For children ages 2 through 12,

Please choose one for the children in attendance:

### HOUSE-MADE CHICKEN TENDERS WITH **FRENCH FRIES**

Fresh fruit & vegetable

SKILLET MACARONI & CHEESE Fresh fruit & vegetable

### **VEGETARIAN & VEGAN ENTREES**

Please choose one on behalf of your vegetarian and/or vegan guests.

### SOBA NOODLES WITH STIR FRIED **VEGETABLES**

Carrots, bell pepper medley, snow pea pods, broccolini, peanut sauce, micro sprouts

### PARMESAN POLENTA STEAKS

Tomato-corn salad

### **SWEET POTATO GNOCCHI & CAULIFLOWER**

Red curry coconut sauce

### TERIYAKI MARINATED TOFU Stir-fry vegetables

### FARO & WILD MUSHROOM STUFFED **POBLANO PEPPERS**

Yellow tomato coulis

### SPECIAL MEALS

Vegetarian, vegan and gluten-free special meals are chef's choice and provided upon request, up to 10% of final quest count at no additional charge. For other special meal requests greater than 10% which require additional handling, inquire for pricing.







Alysia & Jayson, Joy Michelle Photography

# Special Touches

AVAILABLE TO ADD TO ANY PACKAGE

**LINENS** 

**TEXTURED LINENS** 

SPECIALTY TABLES

Cards-Gifts-Guestbook Table

Place Cards Table

Cake Table

Sweetheart Table

Inquire for custom pricing

RECEPTION TABLES

Up to 20 Banquet Tables

Inquire for custom pricing

**SOLID COLOR LINENS** 

**NAPKINS** 

TABLE LINENS

TABLE SETTINGS

**GOLD OR SILVER CHARGER PLATES** 

Max of 8 guests per round banquet table Gold or Silver

MERCURY GLASS VOTIVE HOLDERS

Gold or Silver

**DECOR** 

LUCITE TABLE SIGNAGE

Treats

Cards & Gifts

Guest Book

Open Bar

In Loving Memory

CARD BOXES

Gold Birdcage, White Birdcage, Gold Mailbox

FLOOR-STANDING EASELS

**UPLIGHTING** 

**OTHER SERVICES** 

Audiovisual Equipment

Draping

Pinspotting, Ceiling Lighting

Staging/Risers

Specialty Linen and Napkins

Specialty Glassware, Flatware, China, Charger Plates Specialty Tables, Chairs, Bars, Lounge Seating

Inquire for custom pricing

COAT CHECK

Required for soft peak and off peak season events





### VENUE

### Q. WHERE IS THE VENUE LOCATED?

A: The Belvedere is located in the heart of the Mt. Vernon neighborhood, at One East Chase Street, Baltimore, MD. 21202. The building is 118 feet tall with an elaborately-detailed Second Empire crown. Named for its site on the former "Belvidere" estate of John Eager Howard, the hotel was known as the premier lodging in Baltimore during the first half of the twentieth century, hosting U.S. Presidents John F. Kennedy and Woodrow Wilson, among others, along with such celebrities as Wallis Warfield Simpson (the Duchess of Windsor), Douglas MacArthur, Clark Gable, and many others.

### Q: WHEN ARE VENUE TOURS AVAILABLE?

A: Tours are available, by appointment only, Tuesday through Saturday between 10:00 am and 6:00 pm. Tours on Sundays and Mondays are available upon special request. Please email info@Belvedereandco.com or call the sales & planning office at 410-332-1000 to set-up a tour.

### **EVENT TIMING**

### Q: WHAT ARE THE OPTIONS FOR MY CEREMONY AND RECEPTION TIMING?

A: Ceremonies begin on the half hour. Receptions begin at the top of the hour.

### Q. WHAT TIME ARE REHEARSALS HELD?

A: For weddings with ceremonies at The Belvedere, your rehearsal is scheduled for one hour and is typically held the day before your wedding. Timing is as follows, but subject to change based on availability of ballroom spaces.

Thursday or Friday rehearsals: 3:30 pm or 4:30 pm

Saturday rehearsals: 12:00 pm or 1:00 pm

#### Q: HOW DO I RESERVE A PRIVATE AFTER-PARTY ON THE 13TH FLOOR?

A: The 13th Floor must be rented as a private event for a two-hour minimum. Private after-parties on the 13th Floor are booked on a first-come, first-served basis. Contact your Sales Manager to talk about the details.



### CATERING, FOOD & BEVERAGES

### Q: MAY WE BRING IN AN OUTSIDE CATERER?

A: B&Co. Events provides all food & beverage services. Exceptions may be made for cuisines that our culinary team cannot provide, and are assessed on a case-by-case basis.

### Q: MAY I OFFER MY GUESTS A CHOICE OF ENTREE?

A: We include entree duets in our menu packages, but for an additional fee we can offer guests' choice for your dinner reception. Your planner is happy to offer verbiage to include in the invitations for your guests.

### Q; DOES B&CO. EVENTS PROVIDE A WEDDING CAKE?

A: We do not, but we do work with the very best bakeries in the area that we are happy to recommend.

### Q: DO YOU HOLD MENU TASTINGS AND WHEN DO THEY TAKE PLACE?

A: One private menu tasting for four is included with all wedding packages and is held approximately six months prior to the wedding date. We schedule tastings on Thursdays & Fridays, offering time slots of 11:30 am, 1:00 pm and 4:00 pm.

### **DECOR & VENDORS**

### Q: DOES B&CO. EVENTS REQUIRE THAT I GET AN OUTSIDE WEDDING PLANNER?

A: Our planning services are quite extensive. Although we do not require that you hire an additional planner for your event, if you'd like more assistance leading up to the big day, we are happy to refer you to our exclusive list of planning partners. If you intend to work with an outside planner/event decorator, please notify your B&Co. Events Sales Manager and/or Planner.

### Q: DOES B&CO. EVENTS REQUIRE THAT I BOOK VENDORS OFF OF A SPECIFIC LIST?

A: We prefer to work with the vendors that have established a level of excellence and we encourage you to select vendors from our extensive preferred vendor list. If you choose a vendor not on our list, we do require that they are approved by your B&Co. Events Planner prior to booking them. If you intend to work with an outside planner/event decorator, please notify your B&Co. Events Sales Manager and/or Planner.

### Q; ARE THERE ANY VENDORS, UPGRADES, OR SERVICES THAT WE MUST BOOK THROUGH B&CO. **EVENTS?**

A: As a full-service wedding venue, B&Co. Events provides venue space, food, beverages (alcoholic & non-alcoholic), event coordination team, banquet set-up, clean-up and service staff. B&Co. Events also provides and coordinates rental logistics with an exclusive list of vendors for all design and decor items including: tables, chairs, furniture, linens, place settings (china, glassware, flatware), staging, draping, dance floors, lighting and audiovisual. Please contact your B&Co. Events Planner for specific pricing or rental questions. For events with outside planners/event decorators requesting to coordinate the table-top design process, please discuss with your B&Co. Events Planner for details and pricing.



### **DECOR & VENDORS**

### Q: WHICH LINEN COLORS DO YOU OFFER? CAN I RENT UPGRADED LINENS?

A: Included in all packages, we offer table linens and napkins in ivory or white. If you would like different colors we can provide them for you, with pricing dependent on your selections. We can have samples brought in for you. All linen upgrades must be rented through B&Co. Events. If you are interested in any upgrades, please contact your Planner for pricing. For events with outside planners/event decorators requesting to coordinate the table-top design process, please discuss with your B&Co. Events Planner for details and pricing.

### Q: IS THERE ANYTHING THAT WE DO NOT ALLOW AS DECORATION?

A: Loose confetti, glitter, sand, small crystals, feathers, balloons, etc. are not permitted. Nothing can be hung from walls, windows, or ceiling. Taper candles are not permitted in centerpieces without hurricanes or globes to encase the flame. Please contact your B&Co. Events Planner with specific decor questions.

### Q: ARE SPARKLERS PERMITTED?

A: We do not allow end-of the reception sparkler exits for the entire wedding. You may use ribbon wands, glow sticks, bubbles, foam glow wands in lieu of sparklers.

#### Q; HOW MUCH TIME IS ALLOWED FOR VENDOR LOAD-IN AND SET-UP?

A: The ballrooms are available for set-up 3 hours before the event begins. All equipment, supplies, flowers, etc. must come in through the loading dock and freight elevators. The loading dock is located on Lovegrove Alley, to the left side of The Belvedere. Vendors must provide their own carts and staff to help with load-in. Items may not be set-up the day before your event.

#### Q: HOW MUCH TIME IS ALLOWED FOR VENDOR LOAD-OUT AND CLEAN-UP?

A: All equipment, supplies, flowers, etc. must load-out through the loading dock and freight elevators within 1 hour of event end time. B&Co. Events is not responsible for removal & disposal of items brought in by vendors. Any items that are left behind will be disposed of and the client will incur additional clean-up fees. We do not offer overnight storage or next day load-out.

### **SERVICES**

### Q: WHAT ARE CLOSE PARKING OPTIONS FOR OUR GUESTS?

A: There is a parking garage, owned by Penn Parking, adjacent to the Belvedere and accessible through the lobby. The garage address is 1017 N. Charles Street. (Credit card only) Additionally, there are surface lots located at 1012 St. Paul Street and 1000 N. Charles Street. (Cash only)

#### Q: HOW WILL MY GUESTS KNOW WHERE TO GO WHEN THEY ARRIVE?

A: We offer signage in the lobby and have dedicated greeters directing guests as well.



### **CONTRACT & PAYMENTS**

### Q: AM I REQUIRED TO GET EVENT INSURANCE FOR THE WEDDING?

A: While we don't require liability insurance, we do require cancellation insurance. Our deposits are non-refundable, so event insurance protects your investment in the rare case that the wedding doesn't take place.

### Q: WHAT IS YOUR DEPOSIT SCHEDULE?

A: Some weddings are booked further out from the date than others, so the number of payments might vary from event to event. Here is our standard schedule:

More than 12 months from wedding date, \$3,500 is due at signing

12 months out, 25% of the total is due

9 months out, another 25% of the total is due

6 months out, another 25% of the total is due

2 months out, the final 25% of the originally contracted total is due

10 days out, the balance due to an increased final guest count as well as any other add-ons is due

### Q: CAN I INCREASE MY GUEST COUNT?

A: Yes! You can always add onto the original contract but not subtract from it. We recommend a conservative adult guarantee when booking. A good rule of thumb (though not an exact science) is that 80% of the invited guests will respond with a "Yes, we're coming!"





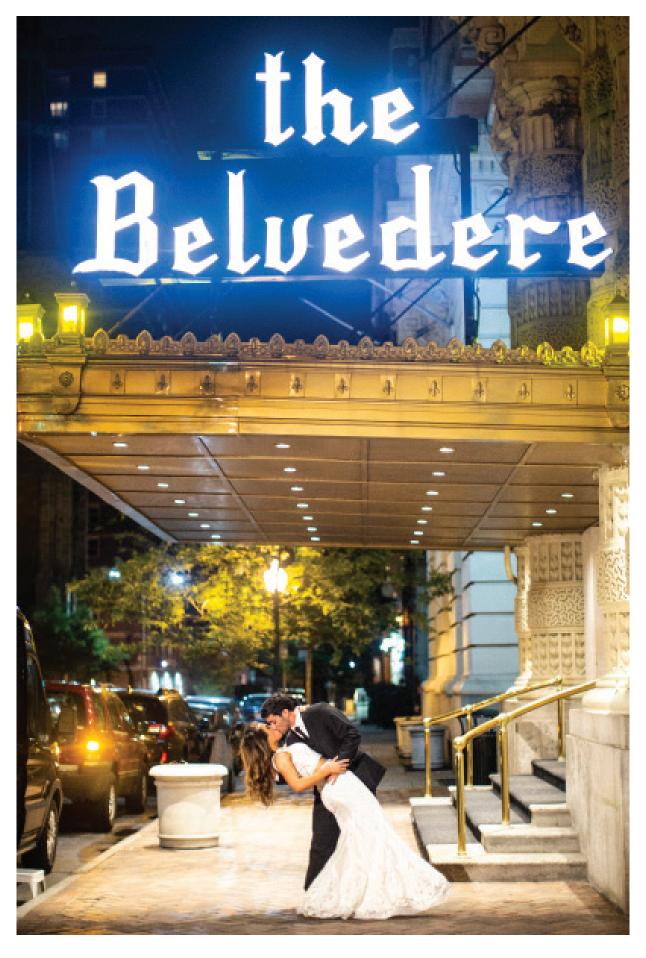












Anna Schmidt Photography