

# Event Center Rental Fee

<i>Mon-Thurs</i>	<i>Fri &amp; Sun</i>	<i>Saturday</i>
<i>(4 HR MIN)</i>	<i>(6 HR MIN)</i>	<i>(6 HR MIN)</i>
<i>\$250 / HR</i>	<i>\$400 / HR</i>	<i>\$500 / HR</i>

**\*WE CAN ACCOMODATE UP TO 80 GUESTS\***

## **INCLUDED WITH RENTAL:**

- **TABLES & CHAIRS:** AMPLE SEATING AND TABLE ARRANGEMENTS FOR YOUR GUESTS. ROUND, RECTANGLE, AND COCKTAIL TABLES AVAILABLE.
- **INDOOR & OUTDOOR ACCESS:** FULL ACCESS TO INDOOR AND OUTDOOR SPACES, WITH BEAUTIFUL NATURAL SCENERY.
  - **NOTE:** ACCESS TO THE POND AND FISHING IS NOT PERMITTED.
- **LAWN GAMES:** ENJOY COMPLIMENTARY LAWN GAMES, INCLUDING HORSESHOES AND VOLLEYBALL.
- **VALET PARKING:** CONVENIENT VALET PARKING SERVICE FOR ALL GUESTS.
- **BASIC DECOR & CENTERPIECES:** CLASSIC, ELEGANT CENTERPIECES ARE INCLUDED FOR A REFINED SETUP. EITHER BLACK OR IVORY COLORED LINENS AVAILABLE.
- **SETUP & TEARDOWN OF INCLUDED DECOR:** OUR TEAM HANDLES SETUP AND TEARDOWN OF ALL PROVIDED DECOR AND CENTERPIECES TO ENSURE A SEAMLESS EXPERIENCE.
- **CLEANING / TRASH DISPOSAL.**

## **ADD-ONS & UPGRADES:**

- **CATERING & BAR SERVICES (SUBJECT A \$350 SERVICE FEE AND 20% GRATUITY):** OUR TEAM OFFERS A VARIETY OF DELICIOUS CATERING & BAR OPTIONS TAILORED TO YOUR EVENT'S NEEDS.
- **DJ & MUSIC SERVICES:** AVAILABLE TO SET THE PERFECT ATMOSPHERE FOR YOUR EVENT. (SUBJECT TO 20% GRATUITY)
- **UPGRADED DECOR:** ENHANCED DECOR OPTIONS ARE AVAILABLE UPON REQUEST.
- **COLOR-MATCHED LINENS:** UPON AVAILABILITY.
- **REHEARSAL TIME & DINNER:** RESERVE ADDITIONAL TIME FOR A REHEARSAL, WITH THE OPTION TO INCLUDE A CATERED DINNER FOR YOUR PARTY. AVAILABILITY IS SUBJECT TO SCHEDULING, BUT WE OFFER A DISCOUNTED EVENT CENTER RENTAL FEE FOR REHEARSALS BOOKED ALONGSIDE YOUR MAIN EVENT.

## **IMPORTANT NOTES:**

- **IF YOU CHOOSE TO BRING YOUR OWN CENTERPIECES OR DECOR,** SETUP AND TEARDOWN MUST BE COMPLETED WITHIN THE RESERVED RENTAL TIMEFRAME.
- **EVENT END TIME:** ALL EVENTS MUST CONCLUDE BY 9:00 PM TO RESPECT QUIET HOURS AND OUR SURROUNDING COMMUNITY.

## **PAYMENT TERMS:**

- **NON-REFUNDABLE DEPOSIT:** A \$500 DEPOSIT IS REQUIRED AT BOOKING TO SECURE YOUR DATE.
- **PAYMENT SCHEDULE:**
  - **50% OF THE TOTAL RENTAL FEE (INCLUDING CATERING AND BAR SERVICES) IS DUE THREE MONTHS PRIOR TO THE EVENT DATE.**
  - **FINAL PAYMENT DUE ON THE DAY OF THE EVENT.**
- **GUEST COUNT:** FINAL GUEST COUNT IS DUE TWO WEEKS BEFORE THE EVENT.