

Wedding Reception Contract
Grace 2011-2012

Our Conference Center and Patio Area is available for your wedding reception at Grace. There are two fee schedules, depending on whether you are having a stand-up cake and punch reception or a sit down reception which may include a catered meal.

Cake & Punch Receptions

\$250 Refundable Deposit (this is covered by your wedding deposit)

Reception Fee - \$1,000.00 includes up to 6 hour use of Conference Center/set up/custodial/coordinator/sound techs/return room to floor set) Includes - tables only for cake and punch (no chairs/tables for sitting)

Included in this fee –

- Use of Conference Center– room reserved for a maximum of six hours from set up and decorating to guests leaving and all materials brought in removed. Room re-set will begin at the six hour point.
- Custodial help for set up/cleanup. Custodians will re-set the conference center after the reception.
- Reception Coordinator including 2 scheduled meetings prior to wedding. Will oversee on site details for your event.
- Sound Tech for set up of 2 microphones, run sound, run video/cd's or PowerPoint if provided

Because our facilities have heavy usage, we cannot extend the room usage beyond six hours, which means the wedding party is responsible to insure guests leave no later than six hours after the contracted start of set-up time. The penalty for **any time** over six hours is \$150.00/per hour (non-pro-rated) and will be withheld from the refundable deposit.

Because of weekend scheduled events, Saturday Receptions must be completed by 2:00 PM.

Sit down Dinner Receptions

\$250 Refundable Deposit (this is covered by your wedding deposit)

Reception Fee - \$1,500.00 (up to a maximum of 6 hour use of Conference Center/set up/custodial/coordinator/sound techs/return room to floor set) Includes - table & chair set-up for guest seating.

Included in this fee –

- Use of Conference Center– room reserved for a maximum of six hours from set up and decorating to guests leaving and all materials brought in removed. Room re-set will begin at the six hour point.
- Custodial help for set up/cleanup. Custodians will re-set the conference center after the reception.
- Reception Coordinator including 2 scheduled meetings prior to wedding. Will oversee on site details for your event.
- Sound Tech for set up of 2 microphones, run sound, run video/cd's or PowerPoint if provided

Because our facilities have heavy usage, we cannot extend the room usage beyond six (6) hours, which means the wedding party is responsible to insure guests leave no later than six hours after the contracted start of set-up time. The penalty for **any time** over six hours is \$150.00/per hour (non-pro-rated) and will be withheld from the refundable deposit.

Additional Information: for all receptions:

1. **All** additional items (such as linens, flowers, dinnerware, and decorations) are the responsibility of the Bride/Groom. Grace does not furnish any of these items. All items need to be delivered/picked up within the six hour window.
2. Bride and Groom are responsible for providing enough people to handle any decorating that they want done, including linens, center pieces, etc. _____

3. Custodial help is for general cleaning of conference center and rest rooms, set up tables, pick up of trash and returning room to normal set up once reception is concluded. _____
4. The wedding party must designate a person to serve as liaison to coordinate with the Reception Coordinator on day of event. (This liaison should be included in both prior meetings) _____
5. We are sorry, but dinners must be **catered dinners only**, with prepared food brought in. We **do not** include the use of any kitchen equipment or Grace supplies. **Food may not be prepared on site. Please arrange for disposable plates, glasses and silverware as the dishwasher is not available.** Please discuss this with your caterer well in advance. Our coffee machine/filters are available for use; however coffee, cups, creamer, stirrers and sweeteners and any other coffee supplies are to be arranged with your caterer. _____
6. If a wedding party hires a DJ who provides a sound system, there will be a \$300 credit as we will not supply a Sound Tech.
7. Dancing: Marriage celebrations are wonderful! Dancing which is in good taste and in keeping with the location is permitted with the following conditions:
 - The bride and groom are responsible for music selection and it is their responsibility to work with the DJ and the reception coordinator to insure both lyrics and dancing are appropriate for the setting.
 - A portable dance floor must be rented if there is dancing in any indoor venue.
 - An exception to the portable dance floor will be made if there is only a father/daughter, mother/son, bride/groom dance.
 - If there is guest dancing, a DJ must be in charge and is under the supervision of the reception coordinator.

8. Please note: We are unable to accommodate alcohol. The wedding party is responsible for making guests aware of this policy. _____
9. Please note: All of our buildings are smoke free. _____
10. We have approximately 400 folding white plastic chairs. When doing an amphitheatre wedding and a reception, the chairs must be divided between the venues. If additional chairs are needed it will be the responsibility of the wedding party to make rental arrangements.
11. Due to regularly scheduled events, ALL SATURDAY ACTIVITIES MUST BE COMPLETE BY 2:00 PM (except for Amphitheater which is 4:30 PM) _____

I have read and understand the above and by initialing spaces above and signing below, we accept this as the contract for our reception.

Bride: _____ Dated: _____
 Groom: _____ Dated: _____

(In addition, please initial items 2, 3, 4, 5, 7, 8, 9 & 11)