



Venue Information

WEDDING AND/OR RECEPTION BANQUET HALL RENTAL

- Friday Night - \$ 600
- Saturday - \$ 1,000
- Sunday - \$ 800
- There is a security deposit of \$250 due at time of booking. This is refundable 7 days post-event if there was no damage and everything was cleaned up to the original state of the venue

BANQUET HALL RENTAL INCLUDES:

- 4-hour event – Reception only
- 5-hour event – Wedding and Reception
- Bridal Suite available to those that are having ceremony on-site
- Coat Closet available to guests
- Bathrooms available
- Ample on-site parking
- Handicap Accessible
- Venue rental includes all tables and white chairs
- Access to venue 2 hours before event for set-up

VENUE PAYMENT:

- Check or Money Order made out to ‘Westminster Riding Club’
- Other forms of payment accepted are cash or PayPal (via friends and family)
- 50% Deposit at time of booking with signed agreement PLUS \$250 security deposit
- 50% Balance due 30 days before scheduled event along with final guest count

CATERING INFORMATION:

- In-house catering provided by Chef Chris who owns KC Elite Hospitality, LLC (owns/operates the local ‘Bebo’s Mac Shack’ food truck and offers off-site catering as well).
- Catering requires signed contract and 50% deposit up front to reserve the date.
- Check or Money Order made out to ‘KC Elite Hospitality’ or ‘Katie Coil’
- Other form of payment accepted is cash
- Final guest count and final payment due 30 days before scheduled event
 - \$50 late fee will be assessed each week thereafter
- If catering balance and late fee is not paid by 14 days prior to the event; services will be cancelled



CATERING INFORMATION CONTINUED:

- Multiple catering packages available to choose from
 - Some customization allowed – speak to Chris directly
- Tastings available upon request - \$15 per person
- We cater and manage the banquet hall; we are not event planners/coordinators
- If you want to access the venue more than 2 hours ahead of event time, please coordinate with KC Elite Hospitality and there will be a charge of \$100 more per hour. (\$50 to the venue and \$50 to the coordinator, KC Elite Hospitality)

ADDITIONAL INFORMATION:

- Ability to stock the bar with your choice of beer, wine, and/or liquor by purchasing through our partnership with House of Liquors. They will deliver your selection to the club AND buy back any items that have not been opened. Everything is served by our bartender (additional cost). (This will save you up to 50% on your bar bill!)
- Banquet Hall capacity is 200 people; Porch Room capacity is 40 people
- Venue is a historic setting to Westminster, MD
- Venue has had recent updates (new paint interior and exterior, new windows, polished hardwoods, updated ceiling, new bridal suite and entry way décor, etc.)
- Venue has a neutral color scheme, soaring cathedral ceilings and hardwood floors
- If wedding is onsite, a rehearsal is allowed 1-2 days before the wedding for a \$200 (date and time subject to availability; \$100 to the venue WRC and \$ 100 to KC Elite Hospitality)
- You can rent the venue for your rehearsal dinner at a discounted rate (date subject to availability). Catering would be provided by KC Elite Hospitality as well.
- If there is not an event the night before, you are welcome to drop off your things to Chris and/or Katie Coil from KC Elite Hospitality
- Wedding contracts allow for 25% discount off the venue rental fee and 10% discount off the catering package for those that host their bridal shower on-site as well

Please contact KC Elite Hospitality (Chris and Katie Coil) with any additional questions

KC Elite Hospitality, LLC
kcelitehospitality@gmail.com
443-244-5045 (Chris)
443-789-3835 (Katie)



KC ELITE
HOSPITALITY, LLC