# Splendor Valley's Add-on Services!

We are excited to let you know we would love to jump in and help you and your family & relieve some stress!

# Overview-

We know that you have worked so hard to plan and coordinate your wedding day! We would love to fill the gap, ease your mind, and remove the guilt of relying on friends and family to work your wedding! Let us take care of set up and/or clean up on your wedding day!

### <u>Set-Up-What it includes</u>

- Detailed floorplan and discussion at the final walkthrough
- Table/Chair set up to your desired floor plan
- General set-up of tables for cake, gifts, buffet, etc.
- Placement of buffet tables with chafing dishes set and ready to go.
- Placement of Bar
- Linen placement
- <u>Some detailed & directed</u> decor placement-such as signs, or large item placement (detailed table scapes, and decor should be done by a planner. Coordinator, or persons in charge, necessary items may be placed on tables)

# <u>Clean-Up-What it includes</u>

- Break Down of table and chairs, table and grounds trash and linen bagging
- Decor-placement back to our inventory, packing up of your items (placed by the front door for easy load out)
- Trash removal, sweeping, mopping, cleaning up of spills/messes
- Dishes and tear down of buffet-after catering and or servers have completed their portion
  - □ Additional charges apply if catering/servers are not present to attend the buffet/dinner and dishes
  - □ Additional charges may apply if real China is used

# **Pricing Guide**

These services can be booked individually or together!

Set-up fees are based on your guest count and are as follows:

- 50 guests or less-\$300
- 50-75 guests-\$350
- 75-100 guests- \$400
- 100-125 guests-\$450
- 125-150 guests-\$500

Clean-up fees are based on your guest count and are as follows:

- 50 guests or less-\$350
- 50-75 guests-\$400
- 75-100 guests- \$450
- 100-125 guests-\$500
- 125-Max guests-\$550

If you have no catering, servers, or buffet attendants an additional charge of \$100 will be applied.

To add a buffet attendant is \$150 per attendant, and 1 attendant is required per 60 guests.

If you have real china, and you either have no catering staff or they do not take care of dishes an additional charge of \$1.00 per person will be applied.