



Wedding Contract

Thank you for choosing Venue 906 to host this very special day! Please review the following terms and conditions for your reservation.

Bride _____
 Groom _____
 Event Date _____
 Estimated Guest Attendance _____

Venue Options

Under 100 Guests..... Sun-Thurs. \$600...Fri-Sat. \$800

100-300 Guests..... Sun-Thurs \$1100...Fri-Sat. \$1300
(Includes use of bridal and groom suites)

Over 300 Guests Sun-Thurs \$1200..Fri-Sat \$1500
(Includes use of bridal and groom suites)

All Venue reservations include use of outdoor seating area, linens, bartender and cleaning staff.

Outdoor Ceremony Set up \$800
(Includes 100 chair set up and wedding arch)

Additional Amenities

Champagne Wall Starting at \$300

Outdoor Bar Setup..... \$150

Mimosa Bar in Bridal Suite..... Starting at \$75

Old Fashion Bar Set up..... Starting at \$150

Additional servers..... \$100 per person

Includes labor and gratuity

Extended time \$100 per hour

Details

Your reservation is based on the projected number of guests for your event. Please feel free to contact your event coordinator with any needs you need to make your event memorable. If available, event set up can begin at noon the day prior to the event. Time limitations can be extended at event coordinators discretion.

Number of guests must be confirmed with event coordinator at least (14) fourteen days prior to the date of your event. The number confirmed cannot be reduced. If no adjustments are made at least (14) fourteen days before your event, the planned guests per contract will be used for staffing for event.

Reservations include six (6) hours on the day of the event. If you need extra time this can be arranged at an addition price. Reservations of the event is for that day only extra time for set up can be arranged the day before provided the venue is no in use that day. Reservations conclude the night of event and all belongings must be removed that night unless otherwise discussed with event manager.

Confirmation of Event

All details must be received at least fourteen (14) days prior to your event. Please provide information such as decorators, music options, caterer, photographer, etc., this allows for a well coordinator event. Please notify us within forty-eight (48) hours of any discrepancies between the final selections and arrangements you provided us and the updated event detail schedule. We are not responsible for any discrepancies that are not immediately brought to our attention.

Beverage Details

All venue options include a cash bar with bartender staff. If you would like to include any beverages for your guests your event coordinator can assist you. If unlimited soft drinks and coffee or tea are desired, they must be provided by us. A beverage fee includes soft drinks and tea or coffee, at \$1.00 per person plus 6% tax. No alcohol from the outside is allowed, Venue 906 provides bar service. Please inquire.

Kitchen Use

Additional fees are included for use of our commercial kitchen space and the dinnerware included. This fee also includes the staff for bussing tables and handling the dishes from our kitchen after. Your caterer is responsible for their own dishes. This does not include servers from Venue 906 to serve the food at the table or at a buffet line. If your caterer would like to prepare food in our kitchen, they will need to contact us directly this fee is strictly for storage and serving already prepared food during the event.

Please provide the name and address of your licensed caterer. You or your caterer is also responsible for the leftover food. We do not provide free boxes for leftover food. We do not have staff for cutting the cake, please ensure your cake provider provides this service.

Under 100 Guests- \$200

100-300 Guests- \$400

300+ Guests- \$600

Decorations

All decorations must be approved by the event manager prior to the function. Decorations that are not approved will not be allowed. No taping, gluing, nailing or attaching to walls or mirrors. No confetti or glitter will be allowed in the venue.

All candles must be enclosed in glass containers, no open flame candles allowed. All decorations must be removed at the conclusion of the event. If you have professional decorator, please have them contact us directly.

Deposit Policy

A deposit of 25% is required upon contract signing an additional 25% is required 120 days before your event; the remaining 50% is due no later than 30 days prior to event.

Additional deposit schedules may be available by your event coordinator.

Deposit Schedule

Estimated Cost of Reservation	
Deposit 25% Due upon Booking	
25% Due 120 Days Before	
Final Payment Due 30 Days Before	

CANCELATIONS

LESS THAN ONE HUNDRED TWENTY (120) DAYS PRIOR TO YOUR EVENT, YOU WILL BE REQUIRED TO PAY AN ADDITIONAL CANCELATION FEE IN AN AMOUNT EQUAL TO THE MINIMUM EXPENDITURE, LESS ANY DEPOSITS ALREADY RECEIVED.

By signing below, the Client agrees to pay for any damage to the interior or exterior of the said property and/or its furnishings from actions taken by the Client, their guests, or by any person contracted or otherwise hired by the Client for the event. The Client agrees to hold Venue 906 and its employees harmless, including court costs and attorney fees, in any legal action which may result from this event. Please also initial all 3 pages of this agreement in the lower right corner of each page.

Client Name: _____
Address _____
Phone _____ Email _____

Signature of Client _____ Date _____

Venue 906 Event Manager _____