



# *the* ABBEY

*in historic Salisbury, NC*

*What's included in our*

## Classic Wedding Package

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### 12-HOUR SITE RENTAL (11AM - 11PM)

Includes time for set-up and tear-down. All events must end by 10pm.

### DAY-OF-COORDINATOR

With Assistant and Parking Attendant.

### 1-HOUR WEDDING REHEARSAL

With your Day-of-Coordinator.

### DIRECTIONAL SIGNAGE

For Ceremony, Cocktail Hour and Reception.

### BRIDAL SUITE & GROOMS SUITE RENTAL

### SANCTUARY CEREMONY SITE RENTAL

Includes vintage pew seating for up to 120 guests and a Cards & Gifts table.

### PAVILION SITE RENTAL FOR COCKTAIL HOUR

Includes Bar with Beverage Cooler, 5 Pub-Height tables, a Covered Ramada with bench seating and Appetizer tables.

### GALLERY SITE RENTAL FOR RECEPTION

Includes 4' & 8' Dark-Stained Wooden Reception Tables and Acrylic Ghost Chairs for up to 120 guests, Sweetheart Table with Loveseat, Indoor Dancing area, Dessert Table and Dinner Service Tables.

Saturday | \$4,900

Sunday & Friday | \$4,400

Monday -Thursday | \$3,900

*See our available*

## Premium Add-Ons

THE PREMIUM ADD-ONS ARE ONLY AVAILABLE FOR SATURDAY WEDDING RENTALS.

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### \$2,000 | PREMIUM CEREMONY & RECEPTION DECOR PACKAGE

Ceremony Decor | Cards & Gifts Table, Aisleway and Arbor Decor

Cocktail Hour Decor | Photobooth, Appetizer Table and Bar Decor

Reception Decor | Reception Table, Sweetheart Table, Dinner Service Table and Dessert Bar Decor.

Includes a 2-hour design consultation with our Head Coordinator.

### \$3.25/PERSON | PREMIUM DINING & DESSERT PACKAGE

Dinner & Dessert Plates | Vintage China, Cut Glass or Porcelain

Silverware for Dinner & Dessert Bar

White or Navy Cloth Dinner Napkins

Natural Linen Dinner Napkins (+\$0.50/PC)

Includes delivery, set-up, clearing & washing.

### \$150 | PREMIUM GLASSWARE PACKAGE

Drinking Goblets

Up to 3 Beverage Dispensers

Cocktail Napkins

*See our available*

## Classic Package Add-Ons

THESE ADD-ONS ARE ONLY AVAILABLE FOR CLASSIC WEDDING PACKAGE RENTALS.

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\$100/HR | EARLY ARRIVAL TIME

\$150 | ARBOR RENTAL

Dark-Stained Wooden Arbor, Cross, or Hexagon

\$30 | SOFT WHITE WALKWAY

\$50 | COCKTAIL TABLE DRAPINGS WITH TIEBACKS

\$50 | LAWN GAMES

Giant Jenga & Cornhole. Includes Set-up & Tear-Down.

\$100 | SPARKLER SEND-OFF

Includes up to 120 sparklers, lighting, and disposal.

\$50 | BLANKET BAR

10 Slate Gray Blankets displayed in basket.

\$75-\$125 | CLASSIC COFFEE BAR

A self-service coffee bar that includes freshly brewed Starbucks coffee, paper cups with lids & sleeves, half&half and assorted sweeteners.

+\$25 for Decaf

+\$25 for Assorted Hot Teas & Hot Cocoa

\$350 | PREMIUM COFFEE BAR

Cafe style full-service Coffee/Espresso Bar with 2 Baristas for 2 Hours following Food Service.

Includes everything from hot chocolate and regular coffee to custom-made lattes.

\$75 | PROPANE FIRE PIT

Outdoor propane fire pit for the Pavilion.

\$250 | SPEAKER SYSTEM

\$100 | OUTSIDE CATERER FEE

\$350 | ALCOHOL SERVICE FEE

Required for all host-provided alcohol.

*What's included in our*

## Intimate Wedding Package

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10-HOUR SITE RENTAL (12PM - 10PM)

Includes time for set-up and tear-down. All events must end by 9pm.

BRIDAL SUITE & GROOMS SUITE RENTAL

SANCTUARY CEREMONY SITE RENTAL

Includes vintage pew seating for up to 50 guests and Cards & Gifts Table.

COURTYARD SITE RENTAL FOR COCKTAIL HOUR

Outdoor courtyard that includes Bar with Beverage Cooler, 5 Pub-Height Tables, Bench seating and Appetizer Tables.

ANNEX SITE RENTAL FOR RECEPTION

Includes 6' Round Reception Tables and Wooden Italian Crossback Chairs for up to 50 guests, Indoor Dancing area, Dessert Table and Dinner Service Tables.

Monday - Thursday Only | \$3,500

*See our available*

## Intimate Package Add-Ons

THESE ADD-ONS ARE ONLY AVAILABLE FOR INTIMATE WEDDING PACKAGE RENTALS.

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\$100/HR | EARLY ARRIVAL TIME

\$100 | 1-HOUR WEDDING REHEARSAL

With your Day-of-Coordinator.

\$250 | DAY-OF COORDINATOR

Overseeing vendor, guest, and bridal party movement throughout the wedding and reception.

\$150 | ARBOR RENTAL

Dark-Stained Wooden Arbor, Cross, or Hexagon.

\$30 | SOFT WHITE WALKWAY

\$50 | COCKTAIL TABLE DRAPINGS WITH TIEBACKS

\$50 | LAWN GAMES

Giant Jenga & Cornhole. Includes Set-up & Tear-Down.

\$50 | BLANKET BAR

10 Slate Gray Blankets on Display with Signage.

\$75-\$125 | CLASSIC COFFEE BAR

A self-service coffee bar that includes freshly brewed Starbucks coffee, paper cups with lids & sleeves, half&half and assorted sweeteners.

+\$25 for Decaf

+\$25 for Assorted Hot Teas & Hot Cocoa

\$75 | PROPANE FIRE PIT

Outdoor Fire Pit for the Pavilion.

\$250 | SPEAKER SYSTEM

\$50 | SPARKLER SEND-OFF

Includes up to 50 sparklers, lighting, and disposal.

\$350 | ALCOHOL SERVICE FEE

Required for all host-provided alcohol.

*Check out our other*

## Small Event Rentals

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### Garden House Rental | \$550

AVAILABLE SUNDAY - FRIDAY ONLY | UP TO 25 PEOPLE.

#### 4-HOUR SITE RENTAL

Includes time for set-up and tear-down. All events must end by 10pm. Additional time on-site is \$100/hr.

#### FURNISHINGS

Wooden Bar and Portable Cooler, 3x Pub-Height Tables, 2x 4' Wooden Tables, 5x Round Wrought-Iron Tables and Wrought Iron Chairs.

### Annex Rental | \$1,250

AVAILABLE SUNDAY - FRIDAY ONLY | UP TO 50 PEOPLE.

#### 4-HOUR SITE RENTAL

Includes time for set-up and tear-down. All events must end by 10pm. Additional time on-site is \$100/hr.

#### FURNISHINGS

Wooden Bar and Beverage Cooler, 4x Pub-Height Tables, 2x 4' Wooden Tables, 6x 6' Round Tables with Drapings and Wooden Italian Crossback chairs.

### Gallery Rental | \$1,750

AVAILABLE SUNDAY - FRIDAY ONLY | UP TO 100 PEOPLE.

#### 4-HOUR SITE RENTAL

Includes time for set-up and tear-down. All events must end by 10pm. Additional time on-site is \$150/hr.

#### FURNISHINGS

Wooden Bar and Beverage Cooler, 5x Pub-Height Tables, 14x 8' Wooden Tables and clear acrylic Ghost chairs.

*Here are some of our*

## Venue Policies

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### PAYMENT POLICY

The reservation payment to secure your wedding date is \$1,500 and due at contract signing. If you would like, we can split it into 3 monthly payments of \$500. The remaining balance is due 30 days before your event date. This fee is nonrefundable but can be transferred upon request and approval.

### SECURITY DEPOSIT POLICY

A \$500 security deposit will be added onto the final invoice. If there are no damages, the full deposit will be refunded within 7 days of the event.

### VENDOR POLICY

We do have an open vendor policy, although we have a list of highly recommended vendors on our website. However, all outside vendors must sign a contract agreeing with our requirements and restrictions. There is also a \$100 fee for outside caterers.

### ALCOHOL & BAR POLICY

We allow you to provide your own beer and wine for your event. However, there is a \$350 Alcohol Service Fee that is automatically applied for any events serving beer or wine. This fee is required and will cover the costs of a bartender for the event as well as a police officer (which is required by local law). Please note that we do not allow any hard liquor to be served at The Abbey.

If alcohol is consumed on the premises without the payment of the fee, or any hard liquor is consumed, it will result in confiscation as well as a loss of the \$500 security deposit.

### INSURANCE POLICY

You must purchase special event insurance through our provider. Proof of insurance must be received along with your final payment 60 days prior to the event date.

### REHEARSAL POLICY

Rehearsals are guaranteed on the day of your event. Rehearsals for other days can be booked 30 days out from your event date based on availability.

### ANIMAL POLICY

Animals are allowed on site ONLY with advanced authorization.

### END TIME POLICY

Send-off should take place at 9:45 pm as event must end by 10:00 pm, with tear-down to immediately follow. Please have 1-2 people with vehicles available to load remaining food and beverage as well as personal items, which must be taken home immediately following the event (no next-day pickup available). Any additional time spent on site beyond the contracted rental will be billed at a rate of \$150/hour.

Sparkler Send-Offs must be provided by the venue as an add-on. No outside sparklers are permitted.