

# weekend weddings

INCLUDES: exclusive use of the Inn and our 2.5 acre waterfront estate from Friday afternoon through mid-day Sunday. Reserving the Inn for your wedding requires a venue fee and a full bookout of all of the rooms for two nights. Our property consists of 175' of direct waterfront; water access; multiple outdoor seating areas; several large lawns; stunning sunset views; four kayaks and two stand up paddleboards; and 11 rooms, including three suites; indoor gathering

areas and small event space, including spaces that can be used for rehearsal dinner or morning after breakfast.

COST: \$5,000 venue rental fee plus full rent out of the Inn (\*you may choose to pay for the rooms or have your guests cover the cost. Full rent out of the inn for both nights is required).

The venue fee includes:

- Exclusive use of the Inn and surrounding property
- Set of two portable restrooms
- Bar set up
- Full kitchen for caterer use
- On-site day of vendor coordination
- Pre- & post-cleaning services & garbage removal

Add-ons available via the Harpswell Inn:

- Alcohol (beer, wine, liquor) and bartender services (three tiers of alcohol packages are available and package quotes will be provided based on number of guests and level selected; per State of Maine liquor license requirements, the Harpswell Inn must provide and serve any alcohol on site)
- Upgrade to portable restroom trailer

Services required to be provided by the couple:

- A tent is required for weddings with more than 35 guests
- Tables, chairs, linens, china, and any desired decor please ask us for our recommended vendor list
- Day-of coordinator

Other suggested services not provided by the Harpswell Inn:

- <u>Transportation</u>
- <u>Local church ceremony site</u>

# additional details

### RENTAL PERIOD

We only book one wedding per weekend, so the Inn is yours. The typical period is Friday from 2PM through Sunday at 11AM. Early check-in or late check-out may be possible for a fee depending on availability. You can rent out the premises for additional nights if you choose, as well.

# VENDORS

You may bring in your own vendors so you can source them according to your needs and budget. A tent rental is required for all weddings with more than 35 guests, as that is our indoor event space capacity. All vendors must be insured. We have vendor recommendations for most all services.

# **ON-SITE REHEARSAL DINNERS**

We have indoor space that accommodates up to 35 people and a large kitchen that caterers can utilize for a rehearsal dinner. Another option is an outdoor rehearsal dinner – a traditional lobster bake is quite enjoyable. The rehearsal dinner must also use insured caterers/bartenders and include any necessary clean-up services or rentals. A fee for additional staffing and cleaning will be assessed.

### PARKING

We can accommodate on-site parking for up to 20 cars, conditions permitting, with additional public parking at the boat launch down the hill. We <u>highly</u> recommend hiring a transportation company. Hiring a transportation company also allows your guests to enjoy your party without having to drive afterwards.

### FOOD & ALCOHOL

The Inn has a liquor license for the premise, so we are required to provide any alcohol for events on site. We do not offer catering services in house, so insured catering vendors can be brought in. We have a large kitchen that caterers can utilize to serve the event.

#### BOOKING

Upon your request, and pending event date availability, we will prepare a proposal and contract for you. Proposals are typically good for three weeks from the proposal date at which time a 50% non-refundable deposit and signed contract to hold your date will be required. The remaining balance is due 30 days prior to your event and can be paid in intervals, if you wish. We will also require a certificate of insurance.