



Wedding Guide

2023

Congratulations!

Thank you for considering Winchester Fresh Market & Event Venue for your upcoming wedding celebration, event or corporate occasion. Our historic venue provides a great atmosphere for all types of events. The character of the building, professional staff, and all around guest experience help to create a true southern hospitality experience.

Winchester Fresh Market & Event Venue is located in the quiet lake side community of Winchester, Tn. Just one block from the picturesque Tims Ford lake. The 19th century industrial style warehouses once designed as an automotive filling station & garage, has a rich history of many other regional businesses. Including McDowell Appliance Store, Huber Paint & Wallpaper, The Farmers Store as well as offices on the second floor. All which helped shape Winchester over the last century.

With spacious layouts, exposed brick walls, and industrial finishes, the venue is ideal for ceremonies, seated dinners, and mingling receptions. The venue brings all event services under one roof for the perfect blend of southern hospitality & simplicity all to help plan your perfect wedding, event & corporate function.



E.L. Collins & Farmers Fresh Market Halls

2023 A LA CARTE VENUE PRICING

Winchester Fresh Market & Event Venue is the premier private event venue. The E.L. Collins & Farmers Fresh Market are designed specifically for weddings and corporate events. The natural lighting cascading from large windows helps create an open, refreshing event space while providing comfortable indoor accommodations for your guests.

Monday-Thursday (Weekdays) \$4,500.00

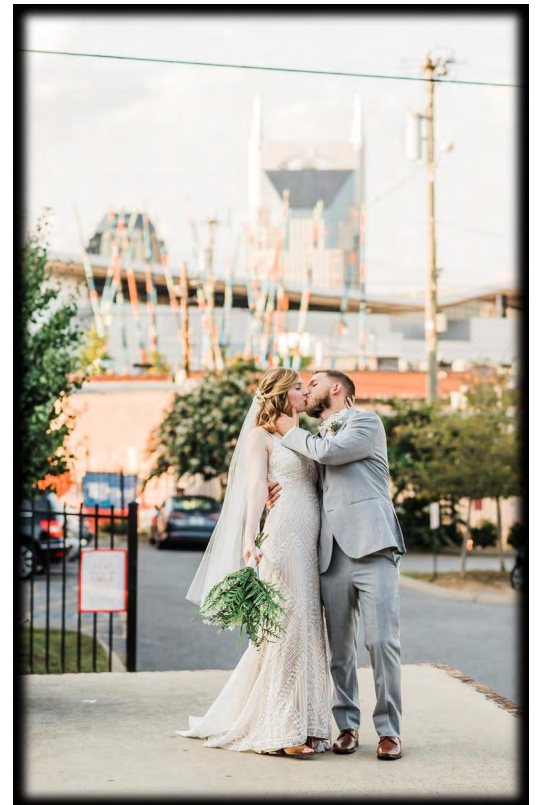
Friday & Sunday \$5,500.00

Saturday \$6,500.00

- (200) Natural X-Back Chairs (Banquet Chairs)
 - (20) 60" Round Banquet Tables
 - (4) 72" Round Banquet Tables
 - (4) 8' Banquet Tables
 - (20) 9' Custom Farm Tables
 - Bride & Groom Suites (In suite bars, Plasma TV'S, dressing areas)
 - Hidden Speakeasy
 - Inside/Outside cocktail area after 3 p.m.
 - Private Bathrooms
 - Variety of games
- *Does Not Include In Room Audio or Stage

Inclusive Decor & Coordinator Package \$3,300.00

(Month/Day Coordinator, Decor Design Consultation, Table Scapes & Centerpieces, Decor Furnishings, Stationary Photo Booth & Props, Setup & Teardown, Place Settings, Barware & More!)





Features

Over 9,000 Sq. Ft of Event Space

Gorgeous Views of Downtown Winchester

& Surrounding Lake Side Community

Spacious Layout for Open Concept Design

Large In Room Chandeliers

Polished Concrete Floors

Exposed Brick Walls

Multiple Loung's with Permanent Bar's

Private Bridal Suites

Hidden Speakeasy

Upscale Restrooms

Elevator Access (Stairs Available)

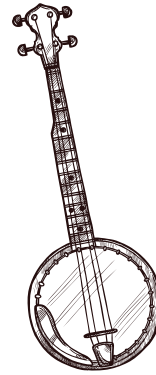
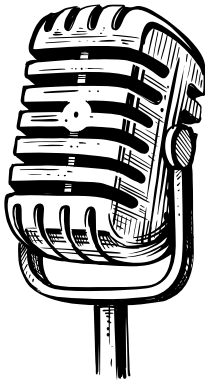
Catering Prep Kitchen





2023 ALL INCLUSIVE EVENT PRICING

Welcome to The Venue at Winchester, A truly unique & one of a kind event venue. Nestled in the quiet little lakeside community of Winchester, TN.



Blue Bird Cafe

150 GUEST & UNDER

- 12 hours of venue use (cafe area available after 3 p.m.)
- Bride & Groom suites
- Planner & Day of Coordinator
- Staffing (services & bartenders)
- Full Food & Beverage Package (3 course plus desserts)
- Decor, Rentals & Photo booth
- Floral
- Music (DJ or Band)

\$16K-\$20K

SAVINGS OF \$5K-\$15K

Ryman

250 GUEST & UNDER

- 12 hours of venue use (cafe area available after 3 p.m.)
- Bride & Groom suites
- Planner & Day of Coordinator
- Staffing (services & bartenders)
- Full Food & Beverage Package (3 course plus desserts)
- Decor, Rentals & Photo booth
- Floral
- Music (DJ or Band)

\$24K-31K

SAVINGS OF \$10K-\$20K

Grand Ole Opry

250 GUEST & OVER

- 12 hours of venue use (cafe area available after 3 p.m.)
- Bride & Groom suites
- Planner & Day of Coordinator
- Staffing (services & bartenders)
- Full Food & Beverage Package (3 course plus desserts)
- Decor, Rentals, Photo booth & Floral
- Music (DJ or Band)
- Rehearsal Dinner for 50 ppl & 1 nights stay w/ a AirBnB Partner for up to 20 ppl.

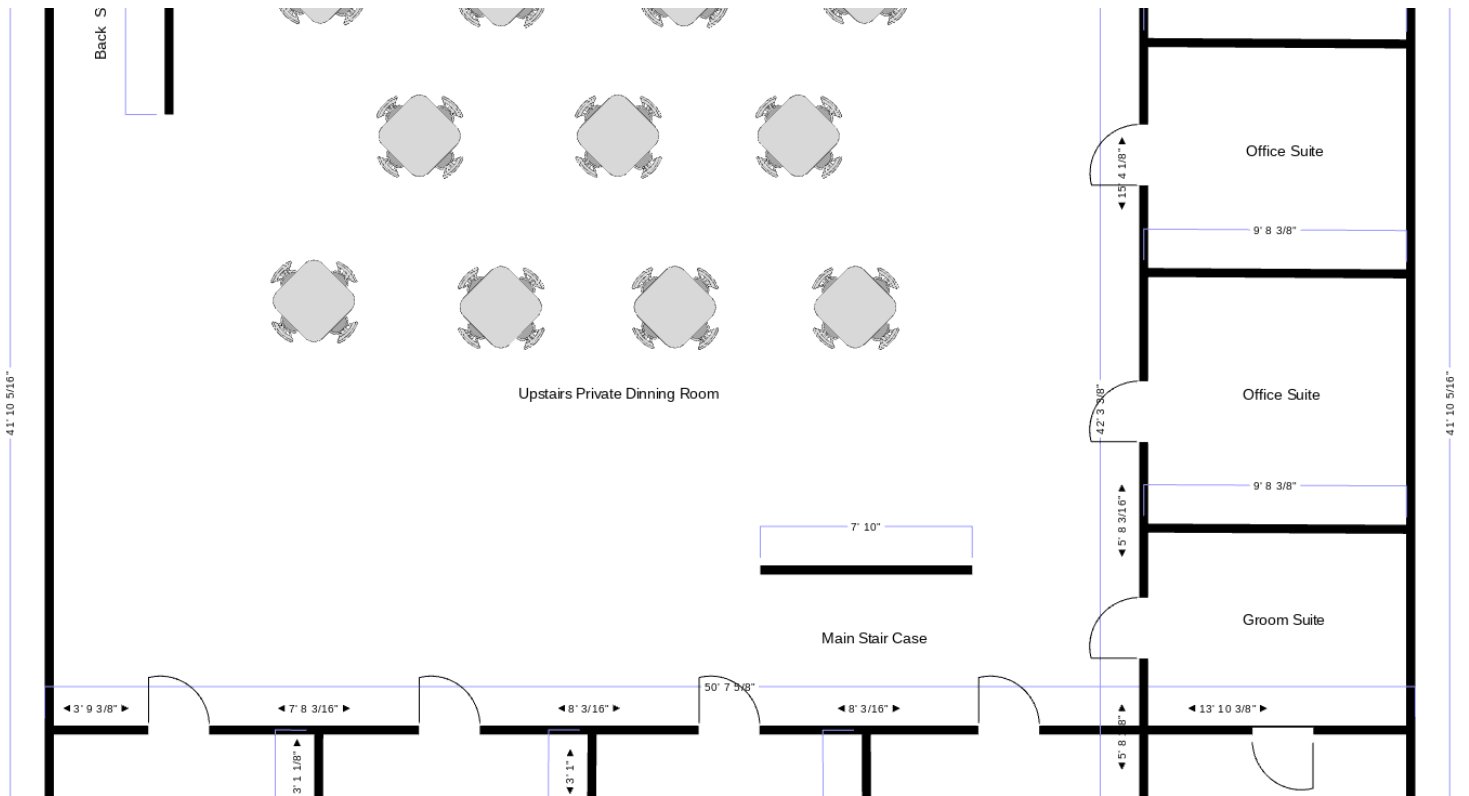
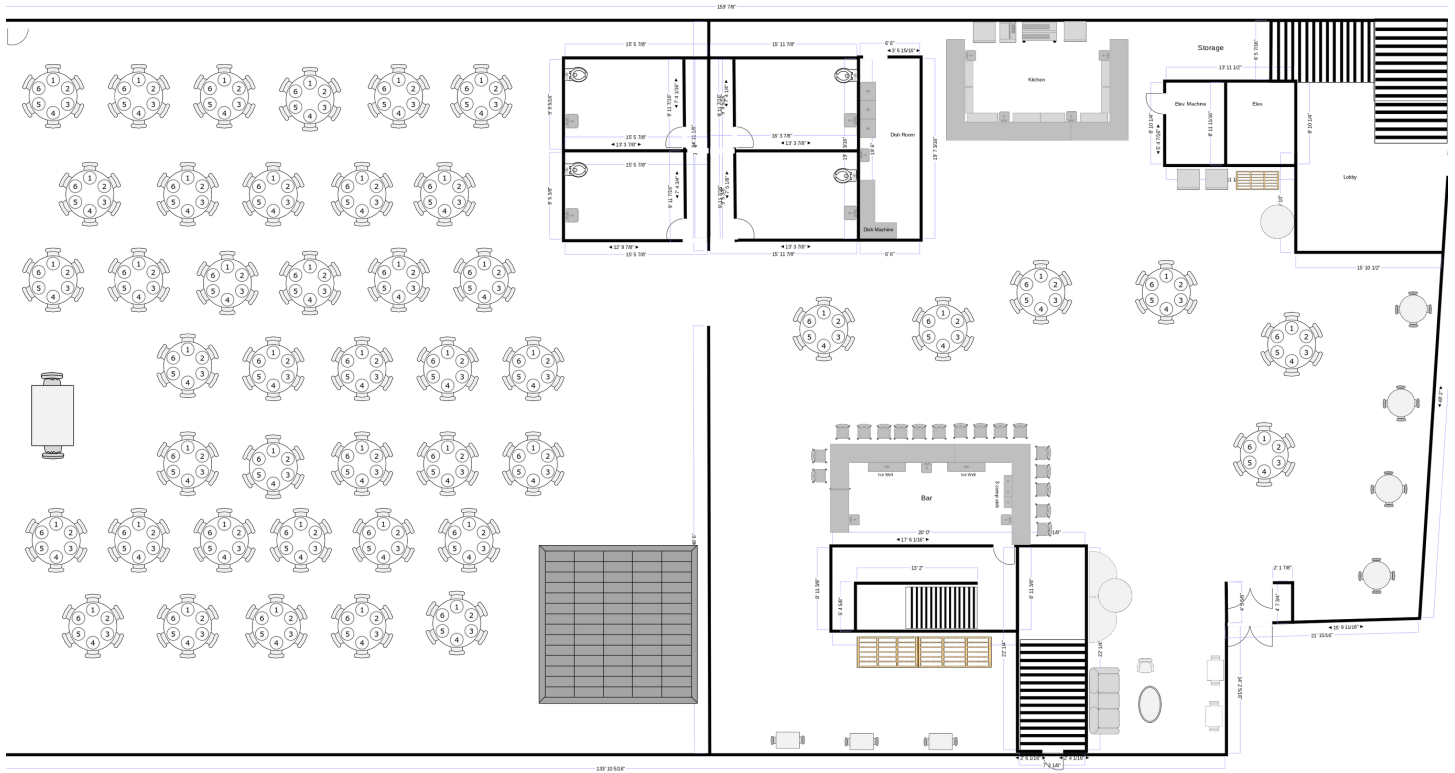
\$26K-39K

SAVINGS OF \$15K-\$35K

Please ask us about our A La Carte services & our brochure.

Winchester Fresh Market & Event Venue

With assistance from you, your planner and other vendors, the venue manager will help create a floor plan to provide the best flow and guest experience for your wedding. Although there are multiple set ups and room designs, below is an example of the most common ceremony flipped to reception set up.



Bar Packages

Beverage service is provided by Winchester Fresh Market & Event Venue. We offer BYOB, bar packages, consumption rates, and cash bar options. The bar packages do not include any barware (unless you have purchased the ***Inclusive Package***). We will provide ice for your bars & dining needs.

Additional glassware can be rented through the preferred vendor and added to the final invoice.

Consumption rate & Cash Bars there is a \$2,000.00 Bar Minimum for all private events. Should you like to provide your own alcohol, wine & beer. You will pay for only the bar service (bar use, bartenders & mixers should you not provide them). Our bar is customizable to your special event. Let us help you with your beverage service needs!

Our bar packages must be used for a minimum of three hours, and the maximum bar service time will not exceed six hours. We require 1 bartender for each bar & additional bartenders for every 75 guest. Winchester Fresh Market follows all TN ABC guidelines & will ensure all guests served are over the age of 21. Last call for all alcoholic drinks is 30 minutes before your scheduled event. All final guest counts and bar packages must be finalized two weeks prior to the event. Any changes made after this time will be at the cost of the client.

BYOB

6 Hours

<i>Beer & Wine</i> (You Provide)				\$400
<i>Beer, Wine & Signature Drinks</i> (You Provide)				\$550
<i>Open Bar</i> (You Provide)				\$650
<i>Bar Mixers</i> (We Provide)				\$4 per guest

Consumption Rate & Cash Bar

<i>Beer & Wine</i> (We Provide)				\$20 per guest
<i>Beer, Wine & Signature Drinks</i> (We Provide)				\$30 per guest
<i>Open Bar (including mixers)</i> (We Provide)				\$45 per guest

Bar Packages

Continued

A signature cocktail or a champagne toast for your guests is a perfect addition to your special day. Let our trained mixologists help suggest a Mr. / Mrs. cocktail to add to any package (3 signature cocktail max per event), or enjoy a Bourbon tasting experience before dinner. Table side wine service is available and will be the perfect compliment to any formal affair. * *Bourbon Tasting Available for 2 Hour Service.*

Bar Add On Price

Champagne Toast

Whiskey / Bourbon Tasting

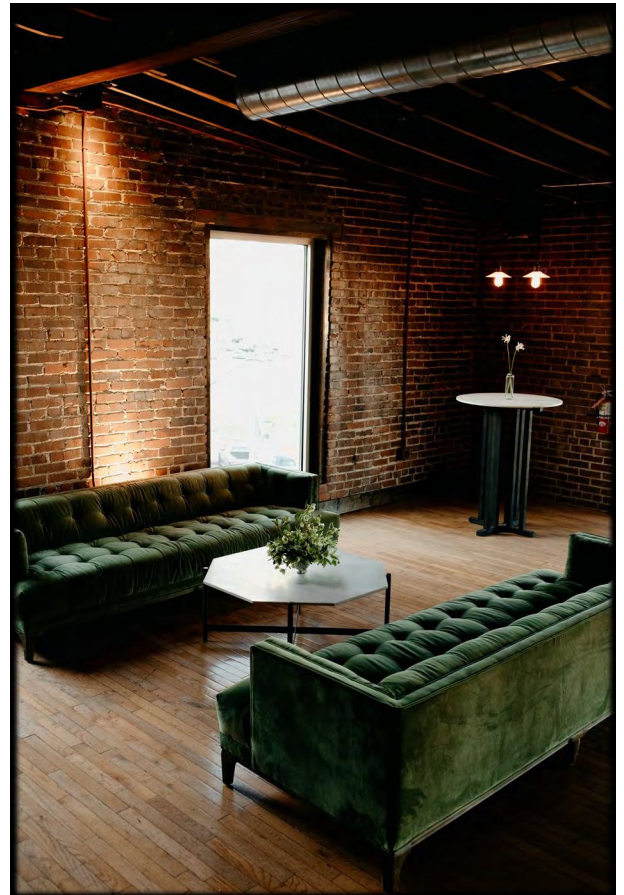
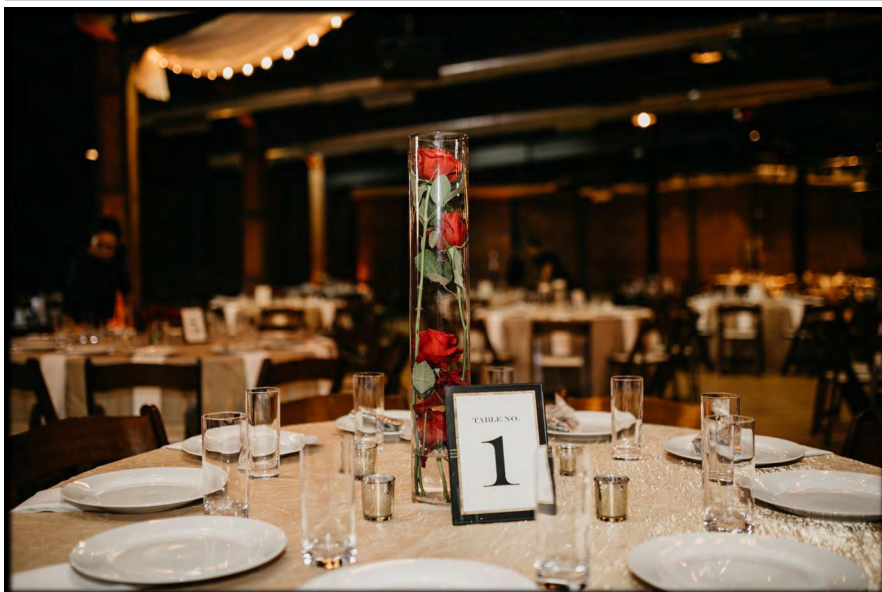
Wine Service Ask for Information

	\$3 per person
	\$10 per person
	\$3 per person



Room Capacities

	Seated Capacity	Reception Capacity	Standing Capacity
E.L. Collins	400	600	1000
Farmers Fresh Market	400	600	1000



Preferred Vendors

Winchester Fresh Market & Event Venue teams up with the best of the best in the Middle Tennessee wedding and event industry. The venue has a preferred vendor list with preferred catering, transportation, lighting/draping, and rental companies. If you choose to use a caterer other than our ***In House Caterer Nashville Events & Catering*** we must first approve such vendor and an outside vendor fee of \$500.00 will be applied to the final invoice.

The venue has an open policy for other vendors such as photographer, videographer, bakers, DJs and planners. Please contact your Event Sales Manager for a suggestive list or any questions on vendors for your event. All vendors must be licensed and provide proof of insurance with the venue listed as additional insured.

In House Catering

Nashville Events & Catering

615.295.8596

www.nashvilleeventsandcatering.com

Decor & Floral

Ivy & Grace Decor

615.669.9041

www.ivyandgracedecor.com

Transportation

TBD

615.000.0000

www..com

RENTALS:

Winchester Fresh Market & Events

931.313.9850

www.winchesterfreshmarket.com

Master of Ceremonies

931.455.6262

www.masterofceremoniestn.com

LIGHTING

TBD

615.000.0000

www..com

Additional Details

Venue Rental Fee(s): The Client agrees to pay an initial non-refundable deposit of 50% of the total Room Rental and Activation Fee. This payment serves to hold the venue(s) for the specified date of event and is payable at the time of contract signature. The remaining agreed upon Room Rental and Activation Fee will be due 30 days prior to the date of the event. The Venue Rental provides exclusivity for 12-hours in the E.L. Collins Reception Hall & Bride & Groom Suites within the Winchester Fresh Market & Event Venue including load-in and load-out. This includes use of the Farmers Fresh Market & Patio after 3 p.m.

Additional Rental Time may be available at \$500.00 per hour plus labor and taxes.

Appointments & Site Visits: Winchester Fresh Market & Event Venue recommends touring the space before finalizing event details with your Vendors. Appointments can be arranged Monday – Friday for site visits with your Event Sales Manager. Client meetings should be made a minimum of one week prior to desired meeting date with your Event Sales Manager and cannot be guaranteed due to availability being dependent on event and manager schedules. Appointment times are limited on the weekends due to our event schedule. We do not allow appointments or tours during events.

Rentals & Vendors: Winchester Fresh Market & Event Venue handles all event rentals including tables, chairs and linen through the Event Sales Manager, at a charge to the Client. The Client should communicate and finalize any rental needs at least 14 days prior to the event. Vendors cannot add anything onto the Winchester Fresh Market & Event Venue third-party rental orders without Client approval. If a Vendor needs to order equipment from a rental company, it must be approved by the Client and should go through Winchester Fresh Market & Events Venue. Winchester Fresh Market & Events Venue is not able to accept or hold any deliveries before or after events, without prior written permission. If items are left after they have closed, we cannot guarantee when the venue will be open to pick them up. The Client should not remove any furniture, rental items, or signage without prior approval from the Event Sales Manager. Winchester Fresh Market & Event Venue will provide a list of Preferred Vendors that we recommend based on their level of service. Rentals and vendors billed outside of our exclusive vendor list will be subject to a 10% service fee, which will be added to the Client's final invoice. Winchester Fresh Market & Event Venue works with our in house caterer to fulfill the Client's catering needs. If the Client wishes to use an outside caterer it must be approved by management and Client is required to pay a catering buyout fee of \$500.00. Client agrees to provide all Vendor Agreements a minimum of 14 days prior to the event date to your Event Sales Manager.

Parking & Load in/out Procedures: There is no guaranteed onsite parking prior to 5:00 PM Monday – Friday. Clients and Vendors are not guaranteed parking onsite as parking is limited. Transportation for your guests should be discussed with your Event Sales Manager 30 days prior to the event date. Event

Sales Manager will provide details on city parking lots as overflow for your event on a first come, first served basis. Valet service is available for an additional charge, please see your Event Sales Manager for details. Vendors may load-in at the front porch entrance. All items should be unloaded on the first level of the venue and vehicles moved immediately. During load out access to the steps and ramp may require assistance from Winchester Fresh Market & Events Venue staff due to other events taking place within/out multi venue facility.

Event Details: Winchester Fresh Market & Events Venue highly recommends the use of a professional wedding planner or day-of coordinator to execute the details of your event. If the Client decides not to hire a planner, they must designate an official contact for day-of decisions that is accessible throughout set up, event, and breakdown. Note: This person cannot be a member of the bridal party. Timelines should be provided a minimum of 14 days in advance for load-in, service, and load-out. Winchester Fresh Market & Events Venue runs multiple events simultaneously and advance planning is what allows us to execute your event to the highest standards. All set up and breakdown must take place within the client's contracted time. Special accommodations should be discussed with the Event Sales Manager prior to the day of the event. Client may seek assistance from your Event Sales Manager in creating a final diagram of tables and chairs for the event. If the Client has a wedding planner or ops to complete the diagram on their own, a completed diagram is due 7 days prior to the event. Any changes that occur after this period will be the Client's responsibility to execute day of.

Remember to include the following: Gift Table, Guest Book Table, Party Favor Table, DJ or Band Setup, Cake Table(s), Guest Seating, Sweetheart Table or Head Table, Catering Tables, etc. Formal exits need to be finalized and discussed with your Event Sales Manager in advance. Formal exits must take place inside the venue unless other prior approval from Winchester Fresh Market & Events Venue management has been granted. Winchester Fresh Market & Events Venue does not allow confetti, loose glitter or small paper objects to be used during exits inside/outside the venue, on the venue porch or in the parking lot. Fireworks must abide by all city ordinances, including proper permits and must be overseen by a licensed pyrotechnic professional.

Note: Sparklers are labeled as fireworks by the state of Tennessee.

Décor: Client should discuss all décor details with the Event Sales Manager prior to booking and finalizing details with Vendors. Winchester Fresh Market & Events Venue has the right to refuse any décor items if they are deemed to be a safety or fire hazard. Clients should not hang or affix anything to brick, doors, walls, or chandeliers. All décor requiring ladders or cherry pickers should be installed by a license professional who has received prior approval from the Event Sales Manager. Clients are responsible for removing all décor items and fixtures from the venue(s) at the end of the event.

Cancellation Policy: In the event the Event is rescheduled from its original date(s), both parties to this Agreement will continue to be entitled to all rights and obligations of the terms and conditions contained herein with respect to the rescheduled Event. If the Event is unable to be rescheduled and/or the Client moves to cancel the Event, the below Cancellation Terms will apply:

- Cancellation 6+ months prior to event: 50% of Venue Rental Fee will be retained by Venue. Any additional deposited funds will be reimbursed to Client.
- Cancellation 3-5 months prior to event: Client will pay 50% of the remaining Venue Rental Fee and 50% of the Activation Fee, as outlined above.
- Cancellation 1-2 months prior to event: Client will pay remaining balance of Venue Rental Fee and full Activation Fee, as outlined above.
- Cancellation within 30 days of event: Client will pay remaining balance of Venue Rental Fee, full Activation Fee, all applicable staffing fees as outlined in Banquet Event Order, and any confirmed Vendor Agreements made on behalf of the Client (per vendor cancellation policies, varies per vendor).

Certificate of Insurance: Client must provide a Commercial General Liability Certificate of Insurance naming Winchester Fresh Market & Events Venue, LLC as an additional insured.

Minimum limits are \$1,000,000 per occurrence.

Contact Us

Thank you for considering Winchester Fresh Market & Events for your wedding day or special event needs! For more information on the venue, services, and inclusions, please contact an Event Sales Manager using the contact information below:



Winchester, Tennessee

info@winchesterfreshmarket.com

931-313-9850

www.winchesterfreshmarket.com

