

# TUG HILL ESTATE

WEDDINGS

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## INTRODUCTION

Weddings are among one of the most important days in a couple's life; it is a significant milestone event and a cause to celebrate for your families and loved ones. Beautiful memories are to be made on this day, and it is essential to have a wedding venue that lends itself to the feel and tone of your wedding day.

If you choose Tug Hill Estate as your wedding venue, many other details should fall into place easily, such as decor and color. Our location lends itself to the natural beauty of being outdoors. The countryside location on a hillside vineyard, surrounded by gardens, overlooking the Black River Valley with the hazy blue of the Adirondack Mountains on the horizon, is picture-perfect.

The banquet hall, with its soaring cathedral ceiling and timber frame simplicity, allows unique layouts across the balcony, main dining hall, and porch making your guest's dining experience intimate and meaningful. Our gardens, grounds and terrace allow for a peaceful, yet festive cocktail hour that's entertaining and truly special to the region. Our terrace provides an opportunity for more outdoor event space closer to the main hall. The serene atmosphere of our vineyard estate is sure to make your guest's experience one to remember. The Tug Hill Estate Team looks forward to working with you.



Adopted 07/18/2021

This packet is intended for the private use of clients and potential clients and is not meant for public distribution. - Thank You

# WEDDING PACKAGES

## **No Two Weddings Are The Same.**

The Tug Hill Estate Wedding Packages ensure that your guests' needs are met throughout the event's duration, creating a memorable and enjoyable experience for all. Our tailored approach allows you the freedom to plan your wedding within the framework of our recommendations and expertise.

Our packages are as follows, more details can be found below:

- Ceremony Only
- Full Wedding Package

## Ceremony Only Package

This 'ceremony only' option allows you the flexibility to use an offsite reception space while still being able to enjoy the estate's breathtaking views and our orchards or vineyards for a memorable exchanging of vows and an optional cocktail hour midday.

### ***Includes:***

- Use of our Great Lawn, Terrace or semi-private ceremony space within the natural beauty of the grounds, with a choice of use of our pergola or arbor.
- 1 hour prior to the event date allocated to a rehearsal during business hours.
- Optional outdoor cocktail hour with Bar services and Hors D'oeuvres billed separately.

### ***Pricing and Other Details:***

- \$500 for 2 hours use of our gardens and great lawn.
- \$300 Deposit due at contract signing. Remaining balance due 48 hours prior to the event.
- Cancellation Policy: Full Refund 30 days prior.
- In the event of rain, a very small covered structure can be provided in the garden for the couple and guests may view the ceremony from below our covered porch.

# Full Wedding Package

This package allows you the flexibility to plan your ceremony and reception at Tug Hill Estate. If you choose Tug Hill Estate for your celebration, you are able to enjoy customizing your special day the way you envision it.

## ***Includes:***

- Seating in the Main Hall for your guests at our tables and chairs.
  - Capacity is 180 people inside the banquet hall. 130 people can comfortably be seated on the main level and our balcony can seat approximately 50 people.
- Use of our outdoor Terrace for either a cocktail hour or an outdoor dance floor.
- Bridal Party is allowed onsite prior to event start for decorating at the permission of the Events Coordinator.

## ***Pricing and Other Details:***

- \$4,500 for up to 6 hours, additional time may be added at \$600/hour. All guests must vacate the premises by 11 p.m.
- This event package requires a \$1,000 deposit and a signed contract to hold the event date.
- A separate security charge of \$500 will be added to the total facility rental; however, this security charge will be refunded to you within 10 days following your event as long as all rules and regulations were sufficiently met. Any breach of contract will require Tug Hill Estate to retain this \$500 charge to rectify any damages or additional clean-up beyond normal use.
- All remaining facility and package fees are due 30 days prior to your event.
- Cancellation Policy: Full refund of deposit is guaranteed if requested 90 days before the event date.
- Optional buyout of the entire venue for the day is an additional \$3,500. This includes the use of our Lounge, located on the lower garden level of the building. For either event preparation or guest use. It includes mixed seating and a bar attendant- a perfect addition to a cocktail hour, or late night quiet space.
- All food and/or beverage packages may not be changed 30 days prior to your event.

# REHEARSAL

Included in the rental of Tug Hill Estate, 1 hour is allocated to a rehearsal during business hours. Tug Hill Estate is a daily, operating business and you are welcome to use the facility for your rehearsal at your own convenience. A confirmation date and time with our events coordinator is required and appreciated. The client must seek approval if the rehearsal is to exceed 1 hour.

If you would like to host your rehearsal dinner at Tug Hill Estate, as well, please inquire with our events coordinator as other events may be taking place. The client can schedule a rehearsal and dinner in conjunction with a public event, such as "Wine Down" and reserve a semi-private space. Arrangements may be made for catering in this situation, however, outside food is prohibited during public events.

Opportunities for decorating or set-up may or may not be available the day prior to your event. Please be sure to ask our events coordinator about availability.

# RULES AND REGULATIONS

The following is a list of rules and regulations to be upheld by the Client, which includes all event planners, wedding coordinators, and vendors who are involved in the planning and execution of a special event or wedding on the premises of Tug Hill Estate.

**Failure to comply with the Tug Hill Estate's rules and regulations may result in non-refund of your \$500 charge and/or an early end to your event.**

1. Outside alcohol is **STRICTLY PROHIBITED** by the New York State Liquor Authority anywhere on Tug Hill Estate property. Any alcohol that is brought onto the property will be confiscated, violators may be asked to leave immediately. Tug Hill Estate can refuse to serve any patron who appears intoxicated. If they are unduly intoxicated, they may be asked to leave the licensed premises, if asked, they must leave immediately. It is an offense for an intoxicated person to be on licensed premises.
  - a. As the host of a private party, the Client acknowledges responsibility for the proper and lawful consumption of alcoholic beverages at Tug Hill Estate during the duration of the event described in this contract. Alcoholic beverages will be purchased and served through the Tug Hill Estate Bar.
  - b. Tug Hill Estate may ask guests for identification to verify age and reserves the right to ask the entire party to leave if (1) a minor is consuming alcohol; (2) an adult is providing alcohol to a minor; or (3) a guest or guests appear intoxicated and refuse to leave the premises. The Client agrees to fully cooperate with and assist Tug Hill Estate, the catering service, and its agents in enforcing the laws of New York State and the policies of Tug Hill Estate regarding the consumption of alcoholic beverages.
2. Every effort will be made to allow the Client to prepare and install decorations reflecting their creative requirements. We ask that only the staff of Tug Hill Estate rearrange and move any furnishings. Methods used to secure decorations on surfaces require permission from Tug Hill Estate. No glitter or foil confetti is allowed on site as it is extremely difficult to clean up. The use of water beads and taper candles is prohibited. All candles must be in glass containers. Any items tossed outside must be biodegradable (Example petals thrown by flower girl).
  - a. Any damages caused by securing decorations will result in a forfeiture of the \$500 security charge. Tug Hill Estate reserves the right of final approval for all decorations brought into the facility. In particular, for safety reasons, any items capable of creating an unsafe environment will not be allowed.
3. Personal property along with band/DJ equipment must be removed immediately after the function.
4. The use of illegal drugs/substances is not permitted. Violators will be escorted from the premises.
5. Physical violence of any kind will not be permitted. No use or possession of weapons of any kind.
6. Fire extinguishers are provided in the venue area. All vendors and caterers are required to be knowledgeable in the use and location of fire extinguishers at our facility.
7. The main level of the Banquet Hall includes a wood-fueled fireplace. If the Client desires to use the fireplace, prior arrangements with the Tug Hill Estate must be made. Only Tug Hill Estate staff will be permitted to light and control the fireplace. Guests may not throw trash, paper or other objects into the fireplace.
8. All events must end by no later than 11:00 PM.
9. All children under the age of 16 must be supervised by an adult at all times. Children are not permitted to wander the grounds unattended.
10. Tug Hill Estate prohibits discrimination on the basis of race, color, sex, age, handicap, familial partners, religion, and/or national origin. Tug Hill Estate reserves the right to request any person or group acting unruly and contrary to rental regulations to leave the premises immediately. Assistance from law enforcement agencies may be requested if this request is not met.

## OTHER DETAILS

- Catering and Beverage Packages are available. Please inquire with the event coordinator for our catering and beverage packages and services.
- Tug Hill Estate will provide the following event spaces on the dates and times indicated above; the Banquet Hall with its balcony, main dining hall, and porch. Outdoor spaces such as the gardens, great lawn, and terrace are available as well. Outdoor space use is naturally restricted October through May . Tug Hill Estate kitchen is available for use with an approved outside caterer. As well as parking, (self-park) for approx. 65 cars plus field parking for additional vehicles.
  - *NOTE: Due to the tourism factor of the estate, Tug Hill Estate reserves the right to keep its retail space open to the public during regular operating hours, 10-9pm. Retail space is separate but within close proximity to rental space. Tug Hill Estate retail customers will be kept separate from private functions.*
- In the unlikely event, the Client should cancel this contract, ninety (90) days prior to the date of the function mentioned above your deposit is refundable. After ninety (90) days the \$1000 deposit is non-refundable. If for any reason Tug Hill Estate is unable to fulfill its obligations under this contract, all deposits will be returned to the Client.
- In the event the Client wishes to change the date of the event, every effort will be made to transfer reservations in support of the new date. Any expenses incurred are the responsibility of the Client.
- Venue Coordinator, may refer to the actual staff title or by proxy any representative of Tug Hill Estate assisting with your event. The venue staff is available to the Client for matters concerning facility rental, catering, floor plan design, and general schedule recommendations. Tug Hill Estate Staff can make recommendations for outside vendors, but is not responsible for said vendor actions. Ultimately, Tug Hill Estate Staff cannot act as a full service event/wedding planner or day-of schedule manager for your event, this is the responsibility of the Client. Tug Hill Estate will appoint a qualified representative on the day of the event to act as point person for all venue related matters. It is our utmost priority to ensure Clients needs are met and that the event is successful.
- Tug Hill Estate has standard electrical hookups for DJs, bands and musicians outside the building and inside. DJs, bands, and musicians that abuse our usage rules will not be allowed back. The Client is responsible for ensuring that music providers understand these conditions.
- If the client arranges for outside vendors to provide linens, decorations, or any other vendor-supplied items, you must notify Tug Hill Estate prior to the event. Every effort will be made to allow set up to occur the day before your event. Other functions at Tug Hill Estate have to be accounted for in considering time available for set up and breakdown of your event. Decorations, linens, and other items provided by the client must be removed after the event.
- Tug Hill Estate shall have the right to take photographs and videos at your event for marketing purposes. Any commercial use of the likeness of our buildings and grounds is prohibited without express written consent.
- Any additional Special Event Liability Insurance is the Client's responsibility. The Client must contract insured outside vendors. Tug Hill Estate does not accept any responsibility for damage to or loss of any articles or property left at Tug Hill Estate prior to, during or after the event.

## FREQUENTLY ASKED QUESTIONS

What is the difference between an Events Coordinator and a Wedding Planner?

A wedding planner **works with you** to help guide you through the process of all your wedding logistics. They help create detailed plans, work with your vendors, budgeting, brainstorming ideas for decor and work with you from the beginning process through your wedding day. Our Events Coordinator **works for the venue** to coordinate the services you request for the ceremony, reception, bar and catering. They will share details with the chef, bar staff and grounds staff to prepare for your day.

Who receives the gratuity that is paid towards the food and beverage packages?

The kitchen staff, bar staff and servers for your event will receive the gratuity. If you choose to tip anyone else that has helped you through your event planning process you may do so separately.

Can you bring in special alcohol for your event?

**NO! ABSOLUTELY NO OUTSIDE ALCOHOL CAN BE BROUGHT IN.** You CAN ask us to order something as a special request and we will try our best to get it in for your event.

Can our venue provide music instead of a DJ or band?

The only music we can provide is through an apple music app through our ipad that would remain on one station throughout the event. We aren't able to change songs or play specific song requests. This is a courtesy and we are not responsible for technical difficulties.

Does the venue decorate for your event?

No, the venue does not decorate for your function; however, you may decorate with whatever you bring in as long as it doesn't damage the property and it is removed at the end of your event. Remember to check with the event coordinator for available times as you get closer to your event.

Can you bring your dog on the property?

Not usually for an event. Unless approved by the owners for a special reason, the dog can NOT be in the building or the patio where food is being served. You will also need to clean up anything your pet may leave on our grounds.

Do you have to use our catering service?

No, however, If you choose to use an outside caterer they must be a catering company that is approved by Tug Hill Estate. The catering company must be knowledgeable in using professional equipment and bring their own serving staff.

If you aren't using our catering but are bringing outside food in, can you use our tableware and have use of the kitchen?

No, as we won't have the catering staff to take care of the tableware before or after the event. You would need to bring in disposable plates, cups and silverware or your approved outside caterer would need to provide those items. Our kitchen can not be used by anyone other than a professional catering company.

Can our catering accommodate special food requests due to allergies?

**YES!** Please let the coordinator know at least 30 days prior to your event if there are any food allergies for yourself or your guests so we can offer another option.

Is the venue wheelchair accessible?

**Yes!** All areas of Tug Hill Estate are handicap accessible.

Does the staff coordinate your rehearsal?

No. Usually the person conducting your ceremony will lead you on where to stand and timing. We allow the couples to determine the details they envision in a way that works for them.



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**Thank You for considering the Tug Hill Estate as your Wedding Venue**

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View our Wedding Page:

<https://www.tughillvineyards.com/weddings/>

Or for a virtual tour of Tug Hill Estate, visit:

<https://www.theknot.com/marketplace/tug-hill-vineyards-lowville-ny-537651>