



The Elms of Coosada

Weekend Wedding Package: \$5500

The following are available to you when you reserve The Elms:

- Two Days: All day Friday for set-up & decoration plus all day Saturday, until midnight, and Friday evening for your wedding rehearsal and rehearsal dinner.
- Indoors: Parlors, Dining Room, Kitchen, Sun Porch, Powder Room, Bride's Dressing Room, Bridesmaid suite, separate Groom's Dressing Room and bathroom.
- Outdoors: 1+ acre back lawn, with cafe lighting in the guest seating area, and parking area for up to 200 guests
- Pavilion: The wedding pavilion sits on the back lawn and is 40 feet wide and 60 feet long. It has a small kitchen and two bathrooms (one is wheel chair accessible). The pavilion has ceiling fans and is lit with strung cafe lights. It has power outlets, free wireless access and a speaker system which can connect to an Apple product (iPhone, iPad, laptop). It has a concrete floor, curtains between the columns, and is open on three sides.
- Set-Up & Clean-Up: The staff at The Elms manages the set up & break down of the items provided by The Elms. (Tables, chairs, arch, etc.)

The following items are also available for you, at no additional charge:

- Tables: 10 round 60", one 4' round, four 8' buffet, two 6' buffet & 6 bistro tables
- 150 Dark brown wooden, padded-seat chairs
- White floor length table cloths for all tables provided by The Elms
- A wooden arche and/or a large wooden cross
- Microphone with a stand and a portable speaker
- Two empty refrigerators in the pavilion kitchen for storing food and beverage.
- Free Wi-Fi

The Elms *does not* have the following items:

- Glass ware, serving dishes, utensils
- An ice machine
- Decorations
- Extension cords

The following items are not allowed at The Elms:

- Confetti, Glitter, Illegal Drugs
- Firearms carried by anyone other than a police officer.
- Fireworks or other pyrotechnic devices (sparklers *are* allowed)
- Anything with an open flame, except for candles and/or sternos on tables.

Event Preparation

Event Coordinators and Wedding Planners

- The Elms strongly recommends the use of one of our experienced Wedding Planners and/or Event Coordinators. These services are optional, and can be added to your event package, if requested.

Venue Managers

A Venue Manager will be present as a resource to you, your guests, vendors and event coordinators during your event.

- The Venue Manager will meet with you one to two weeks prior to your event to finalize all set-up instructions. He/She will also supervise the set-up crew to ensure the set-up is completed as you have requested.
- The Venue Managers *may not* assist with set-up, decorating, break-down, ceremony direction or event coordination.

Set-Up

- The staff at The Elms will set up the chairs and tables that The Elms provides, in the configuration and location you request. *There will be an additional fee for the set-up of additional chairs and tables that you have delivered.*
- The set-up crew at The Elms can only set up tables and chairs; all decorating is the responsibility of the wedding party and/or the vendors.
- The ceremony space will be partially set up the day before your wedding so you can rehearse.

Rental Equipment Delivery and Pick-Up

- The Elms' staff must be notified in advance of the time and date of deliveries.
- The staff at The Elms may not sign for any items delivered. Your Event Coordinator, or one of your wedding party representatives, must be present at the time all deliveries are made.
- Your event representatives are *not* required to be present when rental equipment is retrieved, following your event.

Your Wedding Day

Catering

- Caterers are required to bring all of their own supplies. Nothing will be provided by The Elms. This includes, but is not limited to, serving items, pots, pans, coolers, ice, utensils and linens.
- Caterers *may not* utilize any of the dishes, utensils, linens, serving items or glassware belonging to The Elms.
- Caterers may use the microwave, oven and stove inside the main house.
- The refrigerator inside the main house *is not* available for use by any event participant. There are two empty refrigerators in the pavilion kitchen that are available during your event.
- Caterers may deliver food or supplies one day prior to the event for storage at The Elms if you have selected a two-day event package. IMPORTANT - PLEASE NOTE:
- The regular staff at The Elms *are not permitted* to manage food or beverage before, during or after your event.
- They *will not* be able to assist with setting food or food-related items out, keeping food or beverage stocked, or clearing food away after the event. That is the responsibility of the caterer and/or the event hosts.
- If a professional catering service is not being used, and catering staff will not be provided, you will be required to hire Servers from The Elms to manage your food and beverage.

Alcoholic Beverages

- Alcoholic beverages may be served during events at The Elms.
- Event organizers are required to ensure that guests are not over-served, that only those of legal drinking age are served alcohol, that inebriated guests do not drive home, and that any irresponsible behavior is prevented.
- Professional bartenders and bartending companies are strongly recommended.
- The Event Hosts - not The Elms - will be fully responsible, and will bear all liability, for any negative actions that occur as the result of guest becoming inebriated during your event.

Music

- Entertainment, either live or DJ, may be provided during events at The Elms.
- Music outdoors must cease by 10:00 pm, as required by the Town of Coosada Noise Ordinance.
- DJs and Musicians must provide their own extension cords.

Parking

Events with 200 guests or more will require parking attendants, for an additional fee.

- There are spaces in front of the pavilion, closest to the house, pavilion and wheel chair ramp, that are reserved for guests with limited mobility. No vendor or wedding party parking will be allowed in those spots.
- Professional valet parking can be provided for an additional fee.

Event Staff

- Our Event Staff clears tables, empties trash cans keeps the grounds and facilities clean during your event.
- This service is included for all events with fewer than 200 guests. For larger events, The Elms requires one additional staff member for every additional 50 guests. The fee of \$150 per additional staff member will be added to your contract.
- The Event Staff *are not permitted* to manage any food or beverage before, during or after your event. The Elms can provide Servers or Buffet Managers to fill that role for an additional fee, if needed.

Servers

- Servers provided by The Elms are required if you will not be using a professional catering service with catering staff. Servers assist with setting food or food-related items out, keeping food or beverages stocked, and/or clearing food away after the event.
- A minimum of two Servers will be required starting one hour prior to the ceremony, staying until all food and beverage are cleared. Servers are provided at the rate of \$20 per server, per hour, and this service must be reserved in advance of your event.
- The Elms' Servers are not trained or certified in food preparation, so they may not participate in the preparation of food.

After Your Event

Clean-Up

- All personal items, food, beverage and decorations must be removed from The Elms by midnight the day of your event.
- The staff at The Elms will be responsible for putting away all tables, chairs and linens provided by The Elms.

Site Departure

- All event participants, including catering staff, vendors, cleaning staff, musicians and wedding participants, must leave the grounds by midnight the day of the event.
- Your party may extend beyond midnight for an additional hourly fee, *paid in advance* of your event.

Payments

Reserve Your Date

- A \$500 *non-refundable* deposit must be provided to hold your date.
- An additional \$500 non-refundable deposit must be provided to retain the services of an Event Coordinator.
- The amount of the deposit is part of the total invoice.

Payment Schedule

- All payments are non-refundable, even if your event is cancelled for any reason.
- After payment of your deposit, your remaining fees can be divided into monthly payments, starting the month of your deposit and ending thirty days prior to your event.

- Invoices will begin the month following the month your deposit is paid. This is not negotiable.
- All payments must be made 30 days prior to your event.
- If you have reserved The Elms within thirty days of your event, all payments must be made within one week of your event.
- The Elms will provide monthly e-mailed invoices to you which may be paid on-line, using the link provided in the emailed invoice.
- Failure to make any of the payments on time may result in the cancellation of your event at The Elms.
- The service charge covers the cost of online payments. It is this charge that makes it possible for us to offer a monthly payment option to you.

Date Change

There is no fee to change the event date.

- If the host desires to change the event date, all payments made to date may be applied to another event at The Elms within 12 months of the cancellation date.
- Any future dates must be scheduled according to availability as shown on The Elms' web site (www.elmsevents.com).
- Notice of cancellation or date change requests must be provided to The Elms in writing.

Event Cancellation

- If this event is cancelled for any reason, no further payments will be expected, and no payments made to date will be refunded.
- If your event is cancelled, you will be able to apply any funds already paid toward the venue fee for another event scheduled at The Elms within 12 months of the date you cancelled your event.
- If The Elms has already paid vendors for your event, and your event is cancelled, you may try to negotiate with them directly for either a credit or refund. If your event is cancelled, The Elms will not be responsible for refunding any payments made to vendors on your behalf.
- If The Elms is paying vendors on your behalf, as part of a package, The Elms will collect the amount of the venue fee first, then all subsequent amounts will be used to pay vendors on your behalf.
- All payments are non-refundable, even if your event is cancelled for any reason, with only one exception: If your event is cancelled and The Elms has collected vendor payments but not yet paid the vendor(s), those amounts will be returned to you.