



Wedding Contract

Event Name: MF Jones Garden Party
Event Date: May 5, 2017
Event Start Time: 2:00 pm
Event End Time: 4:00 pm
Deposit Amount: \$75.00

Deposit Received By: _____

Terms & Conditions

Deposits and Facility Charges

For wedding-related events held at Falls Cottage, a \$1,200 facility charge will be required at the time of booking. This payment will serve as your deposit to reserve your date and time, and is non-refundable and non-transferable in the event of cancellation. Regrettably, there will be no exceptions made to this policy, even under extenuating circumstances.

In addition to the above deposit, if your estimated guest count exceeds our maximum indoor capacity (See Capacity below), a deposit of \$300.00 will be required to secure a tent rental in the event of inclement weather.

Capacity

Our facility is ideal for intimate gatherings and can accommodate up to 100 people, inside an out. Our indoor capacity is limited to 65 people for a seated dinner or standing cocktail reception (upstairs and downstairs) and 45 for a seated wedding ceremony (downstairs only).

Menu and Rental Selections

All food and beverage menus, as well as event rentals must be finalized at least 30 days prior to your event date. A quote for event rentals and services will be provided once all event details are finalized. All prices are guaranteed once menu selections are finalized.

Count Guarantee

A final count of the number of guests attending your function is required 15 days in advance of your event date. This number may be increased but may not be decreased within the 15 day period. Your final charge will include any additional guests over your guarantee.

Event Manager

All wedding events require a designated Event Manager – which can be a friend, family member or a professional wedding planner – who has the authority and responsibility to make decisions about your wedding, from pre-event set-up and decor to day-of-event logistics and post-event clean up. The Event Manager will be required to meet with Mary's staff at least 2 weeks prior to your event and must be on-site 1 to 2 hours prior to your event to manage the set-up and also any post event clean-up. If you do not have a designated Event Manager, Mary's will provide one for you for an additional fee of \$250.00.

Event Times & Durations

All events are quoted based on a 3 hour time window, except for weddings, which are 1 hour (excluding the wedding reception, if applicable). Additional time can be added to your event for \$200.00 for any part of an hour. Please talk with our guest services manager about coordinating deliveries and set-up by third party vendors to ensure they do not conflict with our normal business hours.

Weather Contingency

Like you, we always hope the weather for your event is beautiful. Sadly, sometimes it rains. If, 72 hours prior to your event start time, the local weather forecast predicts a greater than 50% chance of rain or other inclement weather for your event, Mary's will coordinate delivery of your tent rental. Any tent deposit will be applied towards this expense, with the balance added to your final bill.

Restrictions

Mary's at Falls Cottage wants your event to exceed your expectations. However, please be aware that in order to comply with various local and city ordinances -- as well as our own -- the following are not permitted on our premises: Bands, pets, confetti, kegs and smoking (inside or on our grounds). Please also be aware that the Department of Health & Environmental Control prohibits removal of any leftover food from our facility. All music must end by 10PM. Any DJ must meet with us, and be approved by us, at least 72 hours before the event. If using our in-house sound system, you will need to designate someone to operate the system all evening. If needed, we will provide this service for \$50.00.

Disclaimer

Mary's Restaurant makes every effort to avoid scheduling conflicts with "City of Greenville" events, but cannot be held responsible for any inconvenience such events may cause to your scheduled event. Therefore, we recommend that you check the [website for the City of Greenville](#) periodically to assure no conflicts. All prices are subject to change without notification.

Service Charge and Taxes

A 25% service charge will be added on all food and beverage. This charge covers the cost of white tablecloths and napkins for your event, along with the gratuity for your waitstaff. All food and beverage charges are subject to 8% state and local sales tax.

Payment

45 days prior to your event, we need a confirmed menu along with a good estimate of your number of guests. Based on that information, we will issue an estimated invoice that will be due no later than 30 days prior to your event. This payment is non-refundable and non-transferrable in the event of cancellation. When the final number of guests is determined, 15 days prior to the event, any additional charges are due at that time. Unfortunately, we won't accept personal checks within 15 days of your event. Any payments made with a credit card will include a 2.5% surcharge. Any additional charges at the time of the event will need to be handled with cash or credit card which is subject to 2.5% surcharge. All returned checks are subject to a \$50.00 processing fee.

By signing below, I acknowledge I have read and accept these terms and conditions.

Depositor's Name (Print): _____

Depositor's Phone Number: _____

Depositor's Email Address: _____

Depositor's Signature: _____