

# CHURCH POINT MANOR

# EVENT GUIDELINES

*Congratulations on your special event! The following guidelines have been put in place to better serve you, the client, and for the protection of The Manor and its amenities. Please read carefully and contact the rental office if you have any questions.*

## GENERAL

**Appearance of The Manor:** Church Point Manor will provide a clean site that must be returned in the same condition in which it was found. Those using the grounds and facilities are liable for any damage to the rented site.

Church Point Manor's Horticulture and Grounds Department takes pride in the appearance and overall condition of The Manor. Mowing, pruning and planting schedules are constantly changing and is dependent upon many variables, including the weather. Please keep in mind that plant conditions and blooms depend largely on Mother Nature.

**Pets and Animals:** No pets are permitted at Church Point Manor at any time, except for service animals. There are no exceptions or allowances to this rule.

**Smoking:** Smoking is not permitted inside Church Point Manor facilities. Smoking must take place in the designated areas and be properly disposed of in the receptacles provided.

**Animal Releases:** The release of doves, butterflies, or any animal is strictly prohibited at The Manor.

**Parking/Restaurant Policies:** On-street parking is available & provides ample parking for your guests. Parking in The Cellars Restaurant parking lot is prohibited after 4pm during the restaurant's normal business hours. The Cellars is open for dinner Tuesday through Saturday from 5pm – 10pm for reservations only. It is requested by The Cellars' General Manager that guests attending events at The Manor not enter The Cellars during the event rental time to ensure the comfortability of the dining guests. Under no circumstances may any Manor guest enter The Cellars before or after the restaurant's normal business hours.

**Contact Information:** To provide better customer service, Church Point Manor requests all contact information, including mailing address, phone number, and e-mail address, be updated as client information changes.

## BOOKING

**Reservation Process:** A rental contract must be signed, guidelines signed and initialed, and appropriate deposits submitted to confirm facility use. A 50% deposit is due upon signing which includes the rental fee (non-refundable deposit included) and damage deposits. All remaining balances are due 90 days prior to the scheduled event date. For events booked less than 90 days in advance, all fees are due at the time of contract signing. The Damage Deposit is refundable after the event, pending no damages or time overages have been incurred to The Manor by the client or the client's guests or vendors and all balances are paid in full. A reservation is not complete without the signed contract and guidelines and 50% deposit; the contract is void if not returned within two weeks of issuance.

**Cancellation:** If you should cancel the rental agreement at anytime from the initial date of contract to 180 days prior to the event, Church Point Manor will retain the non refundable portion of the deposit.

- If you should cancel the rental agreement between 180 and 90 days prior to the event date, Church Point Manor will retain the non refundable portion of the deposit and 10% of the rental fee.
- If you should cancel the rental agreement less than 90 days prior to the event, Church Point Manor will retain the non-refundable portion of the deposit and 20% of the rental fee.
- Cancellations or postponements made within 2 weeks of the event date, Church Point Manor will retain full amount.

**Rescheduling:** CPM permits you to reschedule your event once without penalty at least 180 days prior to the original event date pending availability. If you need to reschedule within the 180 day time frame, or more than once, you will need to cancel your event thus loosing your non-refundable deposit and begin the contracting process over again as a new client.

**Refunds Process:** Please allow on average 4-6 weeks for any refunds, including damage deposit or cancellations, to be processed. Any refund will be distributed to the same method of payment as the initial deposit was paid.

Client Initial/Date \_\_\_\_\_

**Unforeseen Events:** The client cannot hold The Manor responsible for failure to provide the basic facilities and services due to emergencies, catastrophes or interruptions of public utilities. If an Act of God were to occur preventing the event from taking place as schedule, The Manor will allow for the event to be rescheduled pending availability with no penalty. It is recommended that you research and purchase event insurance coverage in case of inclement weather, illness, or cancellation to recoup any loses.

## WEDDINGS

**Ceremony Sites:** The rental fee for an outdoor ceremony site is for a two hour period of time, which allows for additional setup, seating of guests, ceremony, photography sessions and departure. Photography sessions are limited to the rented outdoor space.

**Rehearsals:** The space contracted for the wedding ceremony is also available for wedding rehearsals, pending availability. Time is limited to one hour and arrangements will be made at the final 30 day detail appointment in order to avoid conflicts with other weddings and events. Please note CPM Staff will not be present for the rehearsal.

**Rain Plan:** All outdoor ceremonies must have a back-up plan in case of inclement weather. Church Point Manor has one rain site available for an additional non-refundable fee. Last-minute cancellations of outdoor rental sites due to inclement weather will not be considered for refunds.

**Horse and Carriage:** With approval from Church Point Manor management, horse and carriages are permitted at The Manor. Once approval is gained, the horse and carriage company must have at least one logistical meeting with The Manor event staff at least 45 days prior to your event date. The public roadways will take precedence and cannot be obstructed.

**Music:** Due to the close proximity of residential homes, you must receive prior permission to play any music outside the facilities. In accordance with Church Point Home Owners Association, all outdoor music must end by 9pm. CPM staff will monitor and decide upon the appropriate volume for any event both inside and outside.

## FACILITY RENTALS

**Lodging:** Church Point Manor offers 13 beautifully appointed guest rooms and suites for lodging or dressing. Use of these rooms is limited to those that have been reserved for either lodging or dressing. Please contact the rental office for rates.

Please note that after 10pm or the end of your rental time (whichever comes first) only the guests booked to lodge at Church Point Manor may remain on premises. All other guests must vacate the property. Failure to comply may result in losing your full/partial damage deposit and/or facilitating assistance from proper law enforcement agencies. Room keys, bathroom towels/robes and any other room or Manor items found missing will result in nominal damage fees. It is the client's responsibility to communicate their guests' responsibilities agreed to in these guidelines.

**Food and Beverage:** Alcoholic beverages may be served with the proper ABC Permit. Church Point Manor requires a copy of this permit 30 days prior to the event. Clients may not bring outside alcoholic beverages inside The Manor without said Permit. Under no circumstances may anyone under the age of 21 consume alcoholic beverages on premises. Failure to comply will result in termination of your event. Consumption of alcoholic beverages is limited to your contracted rental time.

CPM offers bar services: Bar staff is available for \$75 per bartender for a four hour period. We require one bartender for every 50 guests. Cash and consumption bar options are available.

**Caterer Responsibilities:** If your event is catered, your catering company is responsible for the set up, break down, and clean up of the catered site. While a CPM staff member will be present for the duration of the event, the caterer must provide staff from the beginning to the end of your event. The event itself should end at the appropriate time to allow for break down and clean up.

All catering supplies and trash must be disposed of off premises at the conclusion of the event. Caterers are responsible for sweeping and mopping kitchen and dining areas and leaving equipment properly stored. Church Point Manor does not provide cleaning supplies; caterers must provide their own.

Client Initial/Date \_\_\_\_\_

**Tented Events:** An all day rental contract from 9am-9pm is required for any tented event. Tents and/or any other equipment may only be used with prior approval from Church Point Manor management. Sufficient setup time must be contracted. Many areas do not accommodate staked tents; therefore water barrels must be used.

**Staff:** A Security Guard and CPM Event Assistant will be present for all after hours events. Both must be on the premises until breakdown of the event is complete. If additional staff is requested, the expense is \$25 per hour, per person with a two hour minimum.

## **EVENT LOGISTICS**

**Event Setup:** Vendors (florists, bakers, musicians, rental company, etc) must adhere to the terms of our guidelines and it is the client's responsibility to share these guidelines with them. Set up for your event may not begin before the contracted rental time on the day of your event. Any vendor, coordinator, or other guests that arrive early to begin setup before the designated setup time will be asked to return at the appropriate setup time. Decorations, supplies, rentals, musical instruments, and/or other items are not permitted on site prior to the contracted rental time. Clients must notify Church Point Manor of any vendors needing access to electricity at the final detail appointment.

**Decorations:** Signs, banners, or additional decorations may not be taped, nailed, stapled, or otherwise fastened to Church Point Manor property unless approved by Church Point Manor management. All decorations must be removed from the rented site at the conclusion of the event.

Artificial petals/leaves, glitter, confetti, rice, fireworks (including sparklers), tiki-torches, wax candles and birdseed are not permitted for use at The Manor at any time. Hanging signs on the outside of buildings or on plants and trees is not permitted. The pavement may not be chalked or otherwise marked to direct guests to your rented location.

**Publicity:** Once your event is contracted, use of Church Point Manor's name is permitted only to announce the location of the event. The invitation can in no way imply that Church Point Manor is sponsoring the event.

**Security:** Church Point Manor reserves the right to request any person or group of people acting contrary to rental regulations or noise policy to leave the premises. Assistance from law enforcement agencies may be acquired if this request is not immediately met.

**Final Detail Appointment:** The final detail appointment is required 30 days prior to the event. Please contact the wedding/rental office 45 days prior to the event to schedule this appointment. We request you bring all pertinent information per the checklist provided to the appointment, as it will be the final scheduled appointment with Church Point Manor Staff prior to the event. At this appointment we will review and approve all logistical plans including the choice of caterer, rental company, decorations, entertainment and all set up and delivery/pick up schedules. Church Point Manor reserves the right to disapprove of any logistical plans and/or vendors.

**Photography and Portraits:** Photographs may only be taken within the area contracted for the wedding ceremony and/or reception during the clients designated rental time. A portrait session for engagement or bridal portraits is included with the rental fee for events and must be scheduled through the wedding office in advance. Portrait sessions must be scheduled Monday-Friday during normal business hours.

**Liability:** The client cannot hold Church Point Manor, its directors and staff, liable from suit, actions, damages, and expenses in connection with personal injury, illness, or property damage or theft resulting from the use of any facility at The Manor. Facilities are not locked during times of rental and Church Point Manor is not responsible for articles left unattended or left after the conclusion of the event.