

ESTABLISHED 2001

# ABERNETHY CENTER

## POLICIES AND AMENITIES

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### IMPORTANT CONTRACT HIGHLIGHTS

#### 1. SOLE POINT OF CONTACT

Designated in the Wedding Site Contract is the Sole Point of Contact for the event (generally the couple). The Sole Contact will be the only person who can make any and all changes to the event.

#### 2. COORDINATION

The client is required to hire a coordinator through a professional coordination company, they may not be immediate family, a friend, or part of the wedding party - no exceptions. The client's coordinator must be onsite when doors open for set up, present for the entire event, and the last person on-site to ensure that all decorations and personal items are removed, and all vendors have left the building. If the client hires professional coordination separate from Abernethy Center, the client must provide the coordinator's contact information no later than 30 days prior to the event.

*\*\*Abernethy Center's Ceremony Coordination Package is the only exception and does not have to be present for the entire event, or the last person on-site.*

#### 3. PAYMENTS

The payments schedule is as follows (please refer to the contract for specific dates & amounts):

1. 6 months prior to the wedding
2. 90 days prior to the wedding
3. 14 business days prior to the wedding, the final guest count is due.

*The final payment is due within 1 business day of the final guest count.*

#### 4. FINAL GUEST COUNT

The final guest count and all final decisions are due 14 business days prior to the wedding. This includes seating charts, vendor meals, special dietary menu requests, and outside rental orders.

#### 5. RENTALS

All outside rentals must be approved by Abernethy Center before ordering. Abernethy Center provides Service Tables, Guest Tables, Chairs, Silverware, Glassware, China, Linens, and Napkins. Any custom orders or requests for the above items must be preapproved by the Event Specialist.

#### 6. ALCOHOL POLICY

Abernethy Center does not allow any outside alcohol to be consumed or served at our venue. We do not allow outside vendors to provide alcoholic beverages or alcoholic desserts. Custom orders of beer, wine, and liquor are possible, just ask the Event Specialist what is available! Proof of host liquor liability insurance is due 14 business days prior to the wedding.

#### 7. CANCELLATION POLICY

In the unfortunate event that the client chooses to cancel their wedding, all monies paid prior to the point of cancellation are forfeited (including security deposit).

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### IMPORTANT WEDDING REMINDERS

#### 1. ALCOHOL

Outside alcohol is strictly prohibited at Abernethy Center. If outside alcohol is brought in on the wedding day, it will be confiscated and poured out. If outside alcohol is being consumed by guests during the reception, the bar will be closed. *Please inform the wedding party and guests to leave their personal alcohol at home.*

#### 2. TIMEFRAME

Your designated site open time, ceremony time, and site closed time is listed in the wedding site contract. Any adjustments to the timeframe must be made 6 weeks in advance. We suggest confirming the access time with the vendors to ensure adequate set up time is allotted. We do not allow early arrival or additional hours to be added on the wedding day.

#### 3. PROHIBITED DECORATIONS

We do not allow glitter, confetti, silly string, rice, birdseed, potpourri, sparklers or cold sparklers, fireworks, the release of balloons or lanterns, and/or open flame candles. We do not allow decorations to be attached to the walls of the Chapel or Ballroom venue. Smoke machines are not permitted in the Chapel or Ballroom venue. Flower petals in our outdoor gardens must be real and equal to or larger than the size of a rose petal. Flower petals in our Chapel or Ballroom must be silk and equal to or larger than the size of a rose petal. Please refer to the Wedding Site Contract for the full list of prohibited décor and attachment options.

#### 4. SET UP/CLEAN UP

Abernethy Center provides the set up and clean up of the included amenities - tables, chairs, linens, napkins, silverware, china, glassware, and catering service. We do not provide the set up or clean up of any personal décor items, items brought by outside vendors, or rented items. All approved outside rentals, must be delivered, set up and picked up, within your contracted timeframe. We do not store any decorations or rental items overnight.

#### 5. REHEARSAL

Abernethy Center does not provide an on-site rehearsal prior to the wedding day.

#### 6. A/V

Abernethy Center does not provide any A/V services, equipment, or rentals. Client is responsible for either hiring a DJ, Live Band, or bringing in their own equipment and designating an MC responsible for the event announcements and music management.

#### 7. MENU CUSTOMIZATION

Abernethy Center is more than happy to create custom menu items, cultural dishes, or special accommodations upon request. Please chat with the Event Specialist about ideas and possibilities.

#### 8. MENU TASTING POLICY

Abernethy Center provides 2 Chef's Previews a year to sample a selection of the menu items we have available. They are typically held in the Fall and Winter. Attendance at 1 Chef's Preview is complimentary for 2 attendees. Invites are emailed 6 to 8 weeks in advance to RSVP.



# INCLUDED AMENITIES

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## STANDARD INCLUDED IN YOUR CATERING PACKAGE

1. 15 x 5' Service Tables
2. 30 x 60" Round Guest Tables
3. 15 x 8' Rectangle Tables
4. 250-300 Ceremony White Chairs
5. 250-300 White Reception Chiavari Chairs
6. 4 High Top Bistro Tables
7. White China
8. Silver Silverware
9. Clear Glass Glassware
  - a) water glasses
  - b) rocks glasses
  - c) beer glasses
  - d) champagne flutes
  - e) wine glasses

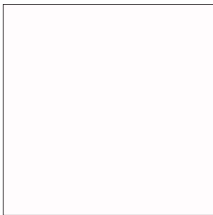


# ADDITIONAL AMENITIES

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## STANDARD LINENS

Standard Table Linens - \$12 Per Guest Table

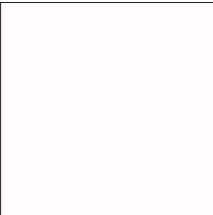


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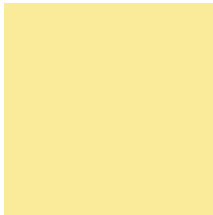
Standard Napkins - \$1.25 Per Napkin



WHITE



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YELLOW



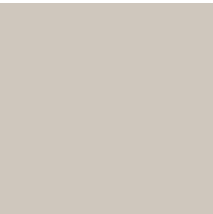
GOLD



CHARCOAL



BROWN



GRAY



PINK



RED



BURGUNDY



RUST



ORANGE



GREEN



NAVY



ROYAL

# UPGRADED LINENS

Upgraded Table Linens - \$30 Per Guest Table

Upgraded Napkins - \$2 Per Napkin

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BLACK



STEEL



GRAY



WHITE



IVORY



CAMEO



TAUPE



KHAKI



PECAN



RUST



BROWN



BURGUNDY



RED



RUBY



CERISE



RASPBERRY



PINK



ORANGE



GOLD



BUTTERCUP



YELLOW



APPLE



CELADON



LIME



KELLY



HUNTER



TEAL



TURQUOISE



LIGHT BLUE



ROYAL



FEDERAL



NAVY



PURPLE



EGGPLANT



PLUM



LILAC



# AMENITIES NOT INCLUDED

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NOT AVAILABLE AT ABERNETHY CENTER:

1. Centerpieces
2. Candles or Vases
3. Cake Stands or Dessert Displays
4. Gazebo Drapery
5. Lawn Games
6. Unity Candles or Holders
7. Aisle Runners
8. Seating Charts, Welcome Signs, Menu Cards, or Place Cards
9. Card Boxes or Guest Books
10. Tape, Pens, Zip-ties, Scissors, Ladders, or any installation necessities.

