

# Berry Manor Inn Wedding Fee Schedule 2014

Built in 1898 with all the grandeur of the Victorian age and as a wedding present for his new bride, this shingle-styled mansion was originally the private residence of Charles H. Berry. Today it remains one of the most stately homes in Rockland, the area's premier bed and breakfast inn and mid-coast Maine's only AAA Four Diamond rated historic B&B inn. Trust a mansion built and given in love to be just the right spot to fulfill your own wedding day dreams. Your innkeepers are seasoned event coordinators and can help make your function truly special.

The inn can reasonably accommodate indoor functions for up to forty (40) people. Specific limits as to the number of people that can be comfortably accommodated will depend on the type of function being held and the set-up requirements for food, beverages, entertainment and/or seating. To enable us to prepare for your wedding without compromising your needs or the quality of our other guests' experience, a minimum rental period for the entire inn is required for all weddings and related events.



## **Fee Schedule:**

(prices do not include any applicable taxes)

### 1.) Event Rental Fee :

**\$950 High Season      \$500 Quiet Season**

- ✓ Provides use of the Berry Manor Inn's Grounds and Common Rooms for the wedding ceremony and/or reception.
- ✓ The inn offers several beautiful backdrops both inside and outside the inn for memorable photographs for the bridal party.
- ✓ Due to the historic significance of the manor house there is no appropriate space to allow for dancing.
- ✓ Due to the arrival and departure of our other guests, rental of the inn begins with the 3:00 pm check-in time and ends with our 11:00 am check-out time.
- ✓ Early Arrival or Late Departure time may be able to be accommodated if arranged in advance and an early arrival or late departure fee may apply.
- ✓ If you will require access to the inn prior to 3 pm for decorating or wedding preparation we suggest that you rent the inn beginning the previous evening.
- ✓ Depending on the size of the function, we may require up to two of the private bathrooms in guest rooms on the 2<sup>nd</sup> floor be made available for guests' use during the function in addition to the powder room on the first floor.

- ✓ The inn is located in a residential neighborhood, so out of respect for our neighbors and to comply with the city's noise ordinances, we ask that all outdoor music and activities be scheduled to stop by 9:00 pm. All indoor and outdoor activity and cleanup should be scheduled to be completed by 9:30 pm unless prior arrangements have been made.
- ✓ Limited parking is available at the inn; street parking in designated areas is available. There are municipal parking lots available within walking distance of the inn that should be used for larger functions.

## 2.) Additional Uses not Covered in Event Rental Fee Above:

- ✓ In addition to the ceremony and a small reception, the inn may be used for a catered sit down rehearsal dinner for up to 20 people, Sunday breakfast buffet, bridesmaid's tea, Friday evening informal gathering or other related wedding functions that can be reasonably accommodated in the space and agreed upon in advance as part of the contract for the event.
- ✓ Additional costs for any such additional functions outside of the ceremony and wedding reception will be determined and agreed upon in advance once all requirements for set-up and clean-up are identified.
- ✓ Additional charges will apply for the rental of additional tables and chairs; flowers, food & beverages (as provided by the inn or by an outside caterer); rental or use of the inn's china, glassware, silverware and linens and/or for the number of different functions within the one event. Prices can be discussed as plans are finalized.

## 3.) Overnight Accommodations & Required Minimum night Rentals:

**Low Season: \$1,870 - \$2,030 (w/e) High Season: \$2,880 - \$3,110 (w/e) per night**

- ✓ To ensure that your wedding is as magical as it should be, the Berry Manor Inn requires that the entire inn be rented for any wedding ceremony and reception greater than 16 people.
- ✓ A two-night minimum rental fee for Saturday or Sunday weddings held from May through October applies.
- ✓ Minimum rental nights for functions during the quieter season from November through April vary and can be discussed based on a specific date and event and the time of the scheduled event but will generally be for two nights.
- ✓ A three-night minimum rental fee of the inn applies during certain holiday and festival periods.
- ✓ Overnight accommodations and breakfast for up to twenty-four people are included in the above fee. Additional people can be accommodated for breakfast with advanced planning at an additional fee of \$15/person. The inn has twelve guestrooms which have working fireplaces, flat screen TVs with DVD players, free high speed internet access, air-conditioning and private luxury baths.

- ✓ Room accommodations are based on single or double occupancy. Additional people can be accommodated in certain rooms with use of roll-a-beds and sleep sofas. There is an additional fee of \$35 per person per night for all rooms with more than two people in a room. The inn does not have any port-a-cribs, high chairs or other child-sized furniture. All guest rooms are located on the 2<sup>nd</sup> or 3<sup>rd</sup> floors of the inn.

#### 4.) Accommodating Children:

- ✓ Children under the age of twelve with well-behaved parents are welcomed at the inn.
- ✓ It is expected that no child under the age of twelve will be left without the presence of an adult at any time and that no horseplay of any type will be allowed on premise.
- ✓ Recognizing that sometimes entertaining children during such events can be a challenge, we will require a named designated babysitter if there will be more than three children at the event under the age of twelve. If you do not have such a person attending the event, the inn reserves the right to hire a professional babysitter and will bill your account accordingly.

#### 5.) Smoking & Pet Policies:

- ✓ The inn will remain a non-smoking facility and smoking will only be allowed in designated outside areas.
- ✓ The inn reserves the right to charge an additional cleaning fee if there is smoking inside the inn. The inn is fully sprinkled.
- ✓ No pets are allowed as a cat does live on premise in the innkeepers' space.

#### 6.) Other Services:

- ✓ Your innkeepers can assist you with many of the details required to make your wedding a success. Assistance, including but not limited to, coordinating catering or floral needs; arranging welcome gifts; making reservations for schooner chargers or procuring museum passes; arranging the rental of tables, chairs and china, etc.; and other concierge services as required.
- ✓ Please discuss your specific requirements for your wedding with us.

#### 7.) Standard Clean-up and Set-up Fee:

**\$350**

- ✓ Any cleaning required above the standard clean-up including but not limited to carpet, furniture and decorative bedding will be considered additional and charges will be assessed accordingly.
- ✓ Additional clean-up and set-up fees may be imposed if there are additional functions held on premise in addition to the ceremony and wedding reception.

## 8.) Service Fees:

**\$150**

- ✓ Additional service fee may be imposed if any functions are catered events and the caterer does not have staff on premise during the event to clear plates, replenish food, make coffee and other duties that may be required that the innkeepers take care of.

## Payment Schedule:

- ✓ A non-refundable **Event Rental Fee** equal to **\$950 or \$500**  
The fee due is dependent on the time of year the wedding is taking place and guarantees the dates for the wedding. This fee may be paid with a check or credit card.
- ✓ A valid credit card is also required at time of booking to cover incidentals or cancellation fees if required.
- ✓ Remaining Payments are as follows:
  - 50% of balance Due 90 days prior to event
  - 50% of balance Due 30 days prior to event
- ✓ Any additional costs incurred related to add-ons not initially included in the final proposal or costs incurred due to damage or theft to property of the inn will be due immediately upon billing and will be charged against the credit card given as part of the deposit procedure.
- ✓ Applicable lodging and sales taxes will apply and are not included in the fee schedule listed above.
- ✓ In the unfortunate event that the wedding has to be canceled for any reason, the party is liable for all non-refundable deposits or other costs incurred on their behalf including, but not limited to the rental of tents, tables, chairs or other items procured or rented by the inn specifically for the event.
- ✓ If the wedding is canceled within 30 days of the event, the party will be liable for the normal non-refundable deposit associated with the rental of the inn's guest rooms. The deposit equals 50% of the costs for all lodging if the inn is rented more than one night and 100% of the costs for all lodging if the inn is rented only one night
- ✓ If the wedding is canceled greater than 31 days prior to the scheduled date, the party will be not be liable for any advanced deposits related to the rental of guest rooms.
- ✓ In all cancellation cases, the Event Rental fee required to guarantee the date is non-refundable.