

The
Venue
at Dawes

3349 Dawes Road Mobile, Al 36695
 251-289-9646

DATE OF WEDDING _____

TODAY'S DATE _____

BRIDE'S NAME _____

GROOM'S NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

Bride Cell _____ Grooms cell _____

EMAIL ADDRESS _____

Time ceremony will begin: _____

Hours property is reserved: _____ till _____

Hours property is reserved: _____ till _____

_____ (initial)** I understand that I may not access property before my reserved time

All outdoor events must end by 10:00 pm due to noise ordinance

Number of guests expected _____

You will have access to our kitchen to store or heat food, an oven and microwave are available.

* Note that the kitchen is completely unfurnished, please be sure to bring things like pot holders, paper towels, dish cloths etc.

We have a state of the art sound system available for your use, you may bring your own playlist and plug into our system or you may choose from our two contracted DJs (no exceptions).

***We have designed various packages below to meet many different needs. Keep in mind that the smaller packages are designed for the bride who does not intend to do a lot of decorating or pre-ceremony pictures. If you plan to do a lot of decorating, or take lots of pictures, please be sure you choose a package that allows enough time for these things.**

OUTDOOR PACKAGES:

Option 1: Hey Baby Let's Get Married Package:

1 hour reserved in our beautifully decorated backyard. You will be able to tie the knot under the tulle draped pergola, this includes the option of 20 chairs for friends and family. This is a great option for the couple who was considering just going to the court house. This allows you to just show up ready and have a beautiful simple ceremony without all the headache and expense. It is an affordable way to create great memories. You can add an hour for an additional \$125.

This package is \$250 (available Monday- Thursday)

Option 2: We're Getting Married Package:

3 hours in our beautifully decorated backyard. You will be able to tie the knot under the tulle draped pergola, this includes up to 40 chairs for friends and family, 2 6' tables for refreshments and 4 bar height tables. This is designed for the couple who wants to keep the wedding simple, without a lot of extra decorations or pre-ceremony pictures but still enjoy a few more friends as well as a small reception. You can add an hour for an additional \$125

This package is 550 (available Monday- Friday.)

Also available on Sat from 9:00-12:00

Option 3: Save the Date Marriage Package:

6 hours for an evening wedding on our beautifully decorated property. You will be able to tie the knot under the tulle draped pergola, this includes up to 80 chairs for friends and family, a 4' table for guest sign in, three 6' tables for refreshments, eight 30" round bar height or 60" round tables and 6 picnic tables. This package is designed to allow time for the couple who wants to enjoy dancing or other reception activities, as well as have a couple of hours prior to wedding to add simple decorations.

This package is 800 8:00-2:00 Sat & Sun

This package is 1000 4:00-10:00 Sat & Sun

Pricing for Jan and Feb is \$700 for Option 3

Option 4: Celebrate All Day

This package reserves the entire property for the entire day. Available for 12 hours. You will be able to tie the knot under the tulle draped pergola, this includes up to 80 chairs for friends and family, a 4' table for guest sign in, three 6' tables for refreshments, eight 30" round bar height or 60" round tables and 6 picnic tables. This option is ideal for the bride who wants to add her own special touches. Rehearsal time/dinner is available the night before at a rate of \$125 per hour. (2 hr minimum)

****This package is \$1000 for Mon-Fri
and \$1500 for Saturday or Sunday**

Pricing for Jan and Feb: \$800 Mon-Fri, \$1200 Saturday or Sunday for Option 4

Option 5: The Grand Affair

****BEST VALUE.** This package includes 120 chairs, wooden spools, 4' table for guest sign in, three 6' tables for refreshments, 10 bar height and/or 60" round tables, a one-hour engagement/bridal photo session, \$100 worth of additional rentals from our rental room, two full 12 hr days. The day before your wedding you will be able to deliver all your items, decorate and/or have a rehearsal and a rehearsal dinner. This allows for a much less stressful wedding day!

This package is \$2300

*Pricing for Jan and Feb: \$1800 for Option 5 ****BEST VALUE***

- With each of our packages we set up the tables and chairs for you and we put them away at the end of your event. Our goal is to make your event as stress free as possible!
- Rental available of linens, additional chairs, decor, props, accessories, and serving pieces. Please visit us to view our bridal showroom, it is amazing!
- **Our maximum guest count is 120**

WEDDING SUMMARY :

Option # _____ Price: _____

***** If over 80 guests, parking attendant and sheriff (3 hours) are required \$125**

Most popular ad-ons:

Additional backyard time @ \$125 per hour _____

Rehearsal time Thurs night @ \$125 per hour (2 hr min) _____

4' rectangle tables _____ x \$10 each _____

Additional 6' tables _____ x \$10 each _____

Additional chairs _____ x \$2 each _____

Additional bar height tables _____ x \$10 _____

60" round tables _____ x \$10 _____

White or black floor length tablecloths \$12 each
size, quantity & color: _____

Mosquito treatment \$80 _____

Bonfire \$65 (we provide wood, start it and maintain it) _____

Additional rentals from next page (total) _____

TOTAL _____

NON REFUNDABLE DEPOSIT REQUIRED (50%) _____

If you plan to use a credit card, please add 4% _____

Dep paid _____

BALANCE _____

Balance is due four weeks from wedding: _____

Please note that your date will not be secure until deposit is received in hand

How did you hear about us? _____

Initial by all of the paragraphs and fill out the credit card information on the last page to secure your date

DJ

_____ I understand that if I choose to have a DJ, I am required to use one of your contracted DJs. If I wait too late to book one of yours, I will need to use your portable sound system with a playlist.

DEPOSIT

_____ A **non-refundable deposit of 50%** must be tendered to The Venue at Dawes before reservations can be confirmed. **BALANCE IS DUE FOUR WEEKS PRIOR TO THE DATE OF THE EVENT!** No refunds 30 days out. A \$40.00 charge will be assessed to all returned checks. If you decide to change the date of your wedding, you will lose your deposit. We will have turned down business on your booked day, and will suffer a lose for changing your date.

DAMAGES TO PREMISES OR PERSONS

_____ The Organization Representative or Individual agrees to assume liability in his or her individual capacity, jointly and severally with the organization, for any and all damages to The Venue at Dawes facilities, furniture or equipment caused by the Organization's members, their guests, or any third parties, whether caused intentionally, negligently or otherwise, which occurs during the rental period, or is any other connected with, or a result of the use of The Venue at Dawes facilities by the Organization, its members, their guests or by Individuals, or the function for which said facilities are rented by Organization or Individual. The Organization Representative or Individual, in his or her individual capacity, further agrees to pay for all fees and costs, including attorney fees, incurred by The Venue at Dawes in recovering or collecting for such damages.

_____ The Organization or Individual further agrees to IDENMIFY, DEFEND and HOLD HARMLESS, its owners, agents, employees, representatives, heirs, assigns, predecessors or successors in interest, from any and all claims, suits, obligations or causes of action, either legal or equitable, arising from the use of The Venue at Dawes facilities or equipment by the Organization, its members or their guest, or Individuals, or the function for which said facilities are rented by the Organization or Individual, whether such claim, suit obligation or cause of action is brought by the Organization, its members, their guest or some other third party or individual. The Organization or Individual further agrees to pay any and all cost, including attorney fees, which The Venue at Dawes, its owners, agents, employees, representatives, heirs, assigns, predecessors or successors in interest, incurs from any and all such claims, suits, obligations or causes of actions, either legal of equitable.

_____ The Organization Representative, in his or her individual capacity, also agrees to INDEMNIFY, DEFEND and HOLD HARMLESS The Venue at Dawes, its, owners, agents, employees, from any and all claims, suits obligations or causes of action, either legal or equitable, arising from the use of the The Venue at Dawes facilities or equipment by the Organization, its members or their guest, or function for which said facilities are rented by the Organization or Individual, whether such claim, suit, obligation or cause of action is brought by the Organization, its members, their guest or some other third party or individual. The Organization or Individual further agrees to pay any and all costs, including attorney fees, which The Venue at Dawes, its owners, agents, employees, representatives, heirs,

assigns predecessors or successors in interest, incurs from any and all such claims, suits, obligations or causes of action, either legal or equitable.

CIGARETTES AND CONTROL SUBSTANCES

_____The Organization or Individual agrees that smoking and/or use of any tobacco product, will be allowed on property by Organization members, their guest, or third parties or Individuals in an outside designated area only. No smoking allowed inside.

_____Beer, Wine and Champagne only permitted. If hard liquor is brought onto property, there will be an additional charge of \$500 to your credit card. The Organization or Individual agrees that alcoholic beverages SHALL NOT be served to minors or to those persons who appear to be intoxicated. The Organization or Individual agrees to provide a ride for any person who does become intoxicated. The Organization or Individual further agrees that no controlled substances of any kind shall be allowed on the premises at any time. ANY BREACH OF THIS PROVISION SHALL BE GROUNDS FOR THE IMMEDIATE TERMINATION OF FUNCTION AND OF THE ORGANIZATIONS OR INDIVIDUALS RIGHT TO USE THE VENUE FACILITIES AND, FURTHER, SHALL RESULT IN THE FORFEITURE OF ALL MONIES OR DEPOSITS PAID BY THE ORGANIZATION OR INDIVIDUAL TO THE VENUE AT DAWES, AND EXERCISE OF SUCH OTHER LEGAL REMEDIES AS MAY BE APPROPRIATE.

CLEANUP PROCEDURE

- If kitchen was used, please leave as found, and wipe down counters
- Remove all decorations (including all fishing line in trees-do not just pull your item off, ect.)
- Absolutely no confetti, birdseed or silly string allowed
- No staples or double-sided to tape (small thumb tacks may be used to hang items)
- Anything flower girls throw must be picked up immediately after ceremony

_____ All household trash picked up, bagged and placed at side gate, (no large items) wipe down kitchen, any yard items that you personally move, must be moved back to original location. Please wipe down tables. If the clean up procedure is not followed there will be a \$300 charge to your credit card. Who will be in charge on day of? _____

GENERAL POLICY

_____THE VENUE AT DAWES RESERVES THE RIGHT TO REFUSE SERVICE TO, OR REFUSE TO RENT ITS FACILITIES TO, ANY INDIVIDUAL, GROUP, OR ORGANIZATION.

I HAVE READ AND UNDERSTOOD THE FOREGOING AGREEMENT AND AGREE TO BIND MYSELF AND/OR THE ORGANIZATION TO ALL THE TERMS AND CONDITIONS SET FORTH HEREIN ABOVE.

(print)

(signature)

(date)

The Venue at Dawes
3349 Dawes Road Mobile, Al 36695

Credit Card Authorization Form

I hereby authorize The Venue at Dawes to charge my credit card for

- _____ 1) Any damage or items taken
- _____ 2) Additional time that exceeds our contracted event time, charged in \$50 1/2 hour increments
- _____ 3) \$300 fee for non-compliance to clean up procedure
- _____ 4) \$500 fee for flasks and or hard liquor

Type of card: circle one **VISA** **MC** **AMEX**

Name on card: _____

CARD NUMBER: _____

Expiration Date: _____ Zip code _____ 3 digit security code _____

Signature: _____ Date: _____

*Thank you for booking with The Venue at Dawes We appreciate your business and consider it an **honor** to host your special day!!*

NOTES ABOUT SET UP



Pergola choice

Chair set up for ceremony under oak trees

under pavilion

Is there a rehearsal dinner? If so, are there any changes in set up for that? _____

Name and # of person in charge _____

Name of caterer. _____ Time caterer will arrive _____

Table requirements from caterer _____ Will Caterer have their own linens? _____

If linens are being rented, do they want black or white for food tables? _____

Playlist on our sound system or Name of DJ chosen _____

Confirm ceremony time _____

Did we hire an officiant? _____ Who? _____

confirm late fee of \$50 if ceremony is late

confirm any vow changes

Reminder:

You may arrive at venue at _____

Any time exceeding booked time will be billed \$50 per 30 min increments

Venue employee signature _____ Client signature _____ date _____

