

## From the Catering Office

Here at The Boathouse, we would like to first extend our best wishes to you on your engagement! We look forward to making your special day unique and memorable. Our event coordinator, Mackenzie, will assist you every step of way to ensure that your wedding day is everything you dreamed of. From the cocktail hour overlooking the beautiful Lake Mercer, to your last dance, you can be assured that our staff will pay attention to every detail during your special day.

Enclosed please find information about our wedding packages. The following are included in all our wedding packages:

5-hour open bar featuring top shelf liquors
Champagne toast
Beautiful deck area for cocktail hour
Table overlays & napkins in color of your choice
Private bridal suite
Complimentary wedding tasting
Discounts for children & vendors (\$55.00 per person)
Day of Event Coordinator

Please be aware that we require a **deposit of \$1,500** to save the date for your wedding day. This deposit is non-refundable unless we can fill the date (see contract for details). Payments must be made by cash or check. A final head count is required one week before your event & the final payment should be made at least a day prior to the wedding. For credit card payments, please be aware there is a 3% service fee.

There is a \$500.00 Wedding Surcharge Fee to allow you to be the only event that day. We will start setting up your room earlier in the day. You are allowed on Premise 2 Hours before the Reception or Ceremony for Pictures with use of the Bridal Suite at that time. Vendors are allowed in the room earlier to set up (must be coordinated ahead).

There will be a \$250.00 administrative fee added for each event to the final balance. Fee is included to cover any additional cost of additional linen or staffing not initially considered and/or damage to plates, glassware, flatware, walls, and furniture.

All weddings are subject to 18% gratuity & 6.25% sales tax. This would include any enhancements and/or additions to the menu.

To hold a Ceremony requires a fee of \$1,000.00 which includes an hour more to your rental, the set-up of chairs & coordination of the ceremony. The ceremony will be outdoors, weather permitting. You are also allowed to take pictures around the park & Boathouse grounds.

Thank you and we look forward to the opportunity to work with you!

Sincerely,

Mercer Oaks Event Coordinators