



# LE CHATEAU

## Bridal Fact Sheet

- A deposit of \$2,500 and a signed contract secures your date. We do not accept credit cards for any payment.
- Nine months prior to your event a second deposit of 25% of the total balance, at the time of booking, is due. An invoice will be emailed to you one month in advance.
- Three months prior to your event a third deposit of 25% of the total balance, at the time of booking, is due. An invoice will be emailed to you one month in advance.
- Please contact us six to eight weeks prior to your event to set up a menu meeting appointment. This appointment confirms your menu & station selections, & all the details involved with your wedding.
- Wedding Cake prepared by DiMare Pastry Shop.
- A preliminary guest count is due 3 weeks prior to your event. Final guest count is due 14 banking days prior to your event along with your floor plan.
- Final payment is due in the form of a certified/bank check, cash, or wire transfer 7 banking days prior to your event. We do not accept personal checks for final payment. A 22% Operational Fee and New York State Sales Tax (7.375%) will be applied to your balance.
- \$1,500++ Ceremony Fee - up to one hour.
- Children 6-14 are \$50pp++ and there is no charge for children 5 & under. Children's meals can be requested (Chicken Fingers with French Fries, Pasta with Butter or Marinara).
- Vendor meals (photographers, videographers, etc.) are \$50pp++. Vendors are not allowed to drink alcohol.
- Beer & Liquor upgrades are \$15pp++, Only Beer is \$5pp++, & Only Liquor is \$10pp++.
- Satellite Bars for the Ballroom are \$500++ each.
- Extra Hour for Cocktail Reception or Extended Party Time is \$15pp++ (this includes the bar & staff).
- Bridal suite is included up to 2 hours prior to the start time of your wedding at no additional charge. If more time is needed the charge is \$250++/per hour.
- The dance floor will be approximately 1,000 square feet and we will have 72" round tables.
- All vendors are required to carry liability insurance and have a copy on file with Le Chateau 2 months prior to your event. This is your responsibility to see that all your vendors submit their forms in time.