



LE CHATEAU

Bridal Fact Sheet

- A deposit of \$2,500 and a signed contract secures your date. 9 months prior to your event, a 2nd deposit of 25% of the total balance (at the time of booking) is due. 3 months prior to your event, a 3rd deposit of 25% of the total balance (at the time of booking) is due.
- A preliminary guest count is due 3 weeks prior to your event. Final guest count is due 2 weeks prior to your event along with your floor plan.
- Final payment is due 1 week prior to your event.
- We do not accept credit cards. We accept cash, wire transfers and personal checks. Final payment is due in the form of a certified/bank check, exact cash, or wire transfer.
- The ++ is reflective of a 22% Operational Fee, which is taxable, and New York State Sales Tax (7.375%). The ++ is applicable to all charges associated with your event.
- Children's meals can be requested (Chicken Fingers with French Fries, Pasta with Butter or Marinara) for \$50pp++. There is no charge for children 5 and under. If children order from the adult menu, you will be charged for an adult meal.
- Vendor meals are \$50pp++. Vendors are prohibited from drinking alcohol.
- Beer and Liquor upgrades are available (see Beverage Package sheet). Satellite Bars for the Ballroom are \$500++ each.
- 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 bridal suite is available anytime after 10am.
- The allotted time for your ceremony is 30 minutes. If you require a ceremony rehearsal, it will take place on your wedding day and the timing will be determined by Le Chateau's Maître D'.
- Events must conclude by 11pm.
- All vendors are required to carry liability insurance and have a copy on file with Le Chateau 2 months prior to your event. It is the client's responsibility to see that all vendors submit their forms in time.
- Arrangements must be made for all items from your reception to be removed at the conclusion of your event. We are not able to store items overnight.
- We will contact you 6 to 8 weeks prior to your event to set up a planning meeting with Le Chateau's Event Coordinator and Maître D'. This meeting confirms your menu and station selections, and all the details involved with your wedding. Planning meetings are scheduled during the week and late office hours are offered to accommodate work schedules. We are not able to offer these meetings on Saturdays and Sundays, due to our events schedule.