



### **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. 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 of each payment due date.
- Final payment is due in the form of a certified/bank check, exact 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.
- We will contact you 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. Menu Meetings are scheduled during the week and late office hours are offered to accommodate work schedules. We do not offer menu meetings on Saturdays and Sundays.
- 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.
- 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 prohibited from drinking 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 is approximately 1,000 square feet and the ballroom uses 72" round tables, which seat 10-12 guests.
- 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.
- The allotted time for your ceremony is 30 minutes. If you require a ceremony rehearsal, they will take place on your wedding day, an hour before your ceremony time.