



# LE CHATEAU

## Fact Sheet

- A deposit of \$2,500 and a signed contract secures your date. 9 months prior to your event, a 2<sup>nd</sup> deposit of 25% of the total balance (at the time of booking) is due. 3 months prior to your event, a 3<sup>rd</sup> deposit of 25% of the total balance (at the time of booking) is due. \*For events booked more than 18 months out, an additional \$2,500 deposit is due 15 months prior to your event.
- 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 (8.375%). 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.
- No displays, decorations, floral arrangements, special effects, etc. may be brought onto the premises without the prior advice and consent of Le Chateau. Le Chateau does not allow indoor sparklers, fireworks, fog machines, CO2 machines, helium balloons or confetti. Handheld sparklers are permitted outside, solely in areas designated by Le Chateau staff.
- Suites are 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 suites are available any time 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.
- 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 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. **\*Our team will send you ceremony (if applicable) and reception planning sheets to fill out prior to the meeting. We do require these documents ahead of time to ensure a productive planning meeting with our staff.**