

# The Manor Inn

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## Requirements for booking a wedding event at The Manor Inn:

- Renting all rooms for two nights of the wedding weekend. Seasonal room rates will apply.
- Initially, a deposit of \$700 (non refundable) will hold the rooms and the facility for the wedding event(s). The deposit will be applied to the final bill.
- We provide the food and beverage service – no outside vendors, except for cakes, photographers, and flowers.
- You will receive proposals and revised proposals as the selections food is planned. The final count (guarantee) of guests is needed 2 weeks prior to the event. Deposits for the food and beverage proposal will be arranged at the time the contract is signed.
- To have a wedding event here, a facility fee will be added to the food and beverage proposal. Since a wedding party event spans over several hours, our regular dining and bar services are suspended. This gives the facility to you and your guests to use. The fee covers the additional staff necessary to plan, prepare, produce and serve, set-up, tear-down and clean after a wedding. The amount depends on the number of guests and the time of year. Below is a fee schedule:

Time of Year	Season	Number of guests	Facility Fee
July, August, and September	High Season	Up to 150	\$2500
May-June October-December	Spring/Early Summer/ Fall	Less than 50	\$1000
		50 – 100	\$1500
		101 – 125	\$1800
		125 - 150	\$2000
<b>Tented Wedding Parties (for larger than 150 guests)</b>			
Any Time	Any Time	Up to 200	\$3000
		Over 200	\$3500

- Please note that the facility fee does not include rental items that are either needed or requested, including the tent and all the items needed for a lawn reception

## Cancellation Policy

In the unlikely event that the wedding is canceled, all or some of the deposits may be forfeited depending on the time of the cancellation.