



## General Policies and Information

### *Ceremony*

The ceremony fee is \$750. Chairs may need to be rented by client. All items in foyer must be picked up by the rental company immediately after the ceremony. The ceremony fee includes the services of a wedding coordinator, recommended ceremony layout and use of assigned space for the ceremony for two hours. We can also provide a small table if needed. The fee also includes use of a space for a rehearsal, but it is understood that the actual ceremony space may not be available for the rehearsal if it is being used for another event during your rehearsal time. The ceremony fee does not include any food, beverage, flowers or decoration or the services of the officiant. Officiants, Ministers and Pastors will need to provide a COI and complete an Indemnity Agreement.

### *Extending the Venue and Bar Time*

Times may be extended one hour maximum from the original length for an additional venue rental fee of \$1000.00. The bar may also be extended by one hour as well. The bar pricing format for the extended hour will be based on hosted consumption (priced per drink) and must be paid at the conclusion of the event. There is a \$200 per bar-tender charge for the additional hour. This venue rental fee and, the hosted consumption tab and the additional bar-tender time is subject to the Administrative Fee and Sales Tax. Monroe's reserves the right to approve time extensions on a case by case basis.

### *Baked Goods*

Baked goods may be brought in for your reception if it is from a Monroe County Health Department approved bakery. A copy of the Health Department Certificate & also certificate of insurance will be required from the bakery. Any other source, such as home baked products, are in violation of New York State Sanitary Code and are not permitted by NYS law.

### *Plating Baked Goods*

If your desserts are purchased from The Wintergarden by Monroe's, we are happy to create a dessert display for you using our platters and cake stands. If you choose to bring desserts in from an outside bakery, we can plate your desserts on our stands for a flat \$300 fee.

### *Gift Table*

Please make arrangements to secure your gifts. The Wintergarden by Monroe's will not assume responsibility for items such as gifts, money boxes, gift envelopes etc.

### *Rental Delivery and Set-Up*

Please work with your event coordinator to establish best time for rental delivery. All rental

items are required to be picked up the same night.

### *Allergy Disclaimer*

The Wintergarden by Monroe's makes every attempt to identify ingredients, processes, and items that may cause allergic reactions for those with food and other allergies. When a guest alerts Monroe's to an allergic condition, every effort is made to instruct our staff on the severity of such allergies. In addition, we will use our best efforts to accommodate a customer's allergic condition and eliminate possible allergen containing ingredients or items; however, there is always a risk of contamination or exposure. There is also a possibility that manufacturers of the commercial foods and/or products we use could change the formulation at any time without notices. Customers concerned with allergies need to be aware of this risk. Monroe's will not assume any liability for adverse reactions to foods consumed or other items one may come in contact with while at Monroe's

### *Alcoholic Beverages*

Please note that alcoholic beverage sales and services are regulated by the State of New York. Monroe's, as a licensee, is responsible for administration of these regulations. Therefore, it is a policy that no liquor, beer or wine may be brought in from outside sources. Our New York State alcoholic beverage license requires The Wintergarden by Monroe's to request from any person apparently under the age of 35 to provide two forms of proof of age and refuse alcoholic beverage service to any person, who, in Monroe's judgment appears intoxicated. The service of "shooters" or straight shots is not allowed.

### *Decorations*

We are happy to place guest-books, escort cards, table numbers, favors and menus for you. We cannot be responsible for placing your centerpieces, candles etc. on the tables.

### *Escort Cards*

For plated meals, we require an escort card with a meal designation per guest/couple.

### *Dropping Off Items*

Items for your event (card box, escort cards, table numbers, flutes, cake-cutting set etc.) can be dropped off to us two days ahead of your event - please schedule an appointment with your event coordinator. Flutes, cake-cutting sets etc. will be packed up and ready for you at the end of the event and should be brought home with you. All other items that are brought in must be taken home with you at the end of your event. The Wintergarden by Monroe's does not assist in breaking down or packing your items to be taken home.

### *Menu, Bar Selections and Floor-plan*

Must be finalized 30 days before your event date

### *Parking*

There is street parking available as well as parking at the Court Street Garage which is managed by the City of Rochester. Parking at the garage is typically free on Saturdays unless there is a special event going on. If there is a special event, a parking fee will be charged per car. You can arrange for valet service through a private valet company.

### *Vendor Liability Insurance and Indemnity Release*

Must be received 30 days before event date. Detailed information can be found on our website. Please follow up with your vendors to ensure that we receive all required docs in a timely fashion. All entities performing a service in the building must provide a COI and

signed Indemnity Agreement.

### *Tastings*

Tastings are done year-round on Wednesday and Thursday evenings at Monroe's Restaurant, located at 3001 Monroe Avenue. The tasting should take approximately 90 minutes. Please call 585-481-8205 and press 3 to schedule your tasting. We can accommodate up to six people maximum at the tasting. A charge may be incurred if more than six people attend. We will need your tasting choices two weeks before the scheduled tasting.

### *Final Counts and Payment*

A payment of 50% will be required 6 months prior to your scheduled event. The final guest count and final payment are due two weeks before your wedding.

### *Timelines and Due Dates*

- 6 months out - schedule tasting & payment of 50% due
- 2 months out - schedule final meeting
- 1 month out - final meeting to review floorplan, timing, rough guest counts, meal and bar choices. Vendor insurance forms are due as well
- 2 weeks out - final guest count, meal counts by table, final floorplan and final payment due and schedule appointment to drop off items (flutes, guestbook etc.) two days ahead of the event