**CONTRACT FOR THE MANOR**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_hereby agree to lease Bellamia Manor on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,20\_\_\_(date) from \_\_\_\_\_\_\_until\_\_\_\_\_\_(time) for the rental fees listed below. A Non-Refundable deposit of 35% of the total event package, is due upon signing this contract. Your deposit reserves the Manor on this date and will be applied toward your event.

The remainder of your balance along with a $500.00 refundable incidental deposit will be divided into two payments. A second payment of 35% is due in between your booking date and the event date. Final payment must be received 30 business days before your event. If payments are received past the amortization schedule, you will be accessed a late fee of 5%.

The final payment is due in the form of certified funds or cashier’s check. There will be no refunds after payments are made. All debit/credit card payments are subjected to a 3.5% fee.

**RENTAL RATES**

* $1,500.00 5 Hour Bellamia Chapel Monday thru Thursday
* $4,850.00 6 Hour Bellamia Manor Monday thru Thursday
* $5,850.00 8 Hours Bellamia Manor Friday
* $7,850.00 10 Hours Bellamia Manor Saturday
* $5,850.00 8 Hours Bellamia Manor Sunday
* Special Event Package at a cost of $\_\_\_\_\_\_\_\_\_\_for\_\_\_\_\_\_\_\_\_\_\_\_\_

 **THE MANOR PACKAGE INCLUDES**

Rental of Bellamia Manor Event Center

100 Guest (Guest over 100 is $8.00 per person or $16.00 day of the event)

100 Chiavari Platinum Chairs

13 Tables with full length linens (Accordion, Pintuck, Crushed or Scuba)

Standard Silk Centerpieces for guest’s tables

A 1 Hour **Intro** Consultation with Our On-Site Wedding Planner

A 2 Hour **Final** Consultation with Our On-Site Coordinator (1 month prior to event)

A 1 Hour Rehearsal at The Manor with Coordinator (Based on availability) Vendor ONLY arrival 1 Hour prior to lessee’s booked times

 **GUIDELINES FOR RENTAL**

1. Bellamia Manor requires a $1,000.000 event insurance policy for the day of your Event with Bellamia Manor listed as secondary insured. If you choose to serve your guest alcohol at your event, you must include liquor liability to your policy.
2. Lessee must provide a caterer that is on The Manors approved catering list. All caterers on the list must be licensed and insured through the State of Tennessee. If lessee would like to bring a caterer off the list, a copy of license and insurance must be submitted to the owners at The Manor. If approved, a fee of $1000.00 will be added to your package. Caterers must sign the catering guideline contract 1 month prior to the event that will be supplied by the venue staff.
3. Lessee is responsible for ALL the Vendors & Guests who are brought into The Manor. Any damages that occur at your event, will be charged to the lessee incidental deposit.
4. The lessee understands that The Manor is not responsible for any items left on the premises before, during or after the event. All items brought into The Manor must be removed immediately, after the event is over.
5. The Manor does not have a liquor license and cannot furnish or serve alcoholic beverages at your event. For an additional bar fee of $500.00, the lessee can provide wine, champagne and beer (Cans/Bottles Only-No Kegs). A licensed and insured bartender must be provided by the catering company. A copy of the bartender’s insurance and license must be provided to The Manor, 1 month prior to your event. The Lessee understands that No Hard Liquor is permitted. If Liquor is found on premises, it will be confiscated and your incidental deposit will be forfeited.
6. No Hard Liquor or Illegal Drugs are allowed on Bellamia’s Property.
7. No Smoking is allowed in all of our indoor facilities at Bellamia Manor or Chapel.
8. Lessee is responsible to clean both the Bridal Suite & Groom’s Lounge. All personal items and trash must be removed before exiting or cleaning fees will apply.
9. The Manor reserves the right to “Stop an Event”. If your event gets out of control in any way, the Bellamia Staff has the right to stop your event. The Lessee will be given **No Refunds** and can incur additional cost above the incidental deposit. The lessee understands that any damage to the property, guest overages, failure to vacate within the appointed time, excessive cleanup, fire, bodily fluids, etc. or any other violation of the contract may result in additional charges to be taken out of the incidental deposit as well as legal action to recover any and all damages above the incidental deposit.
10. In the event the lessee needs to cancel the date reserved, the lessee must send a cancelation letter immediately. Once payments are made, there are no refunds. Lessee is responsible for the entire pro-rated amount prior to the cancelation letter.

 **ADDITIONAL RENTAL FEE**

$500.00 Outdoor Ceremony for 100 guests

$1000.00 High Holiday Fee (Thanksgiving, Christmas Eve/Day, New Year’s Eve/Day, Etc.)

$500.00 Non ALL-IN Bar Fee (Wine, Champagne, Beer) no hard liquor allowed.

$125.00 Personalized Lovers Lane Cobblestone (add $100.00 Identical “For Keeps” stone)

$100.00 30 MIN for Extra Rehearsal Time Over the Hour Provided

$100.00 Per Hour for Additional Decorating Time

$75.00 Lapel Mic for Minister (Indoor Only)

$50.00 per 100 Wine Glass Rental

$25.00 each LED Up light

$25.00 Round or Square Cake Stand

$35.00 Specialty table with standard linen (6’ or 8” or Bistro or Sweetheart table for stage)

$10.00 Mr. & Mrs. monogrammed chair sash set

$2.50 Chiavari Chair sash

**RENTAL INFORMATION**

All items rented from The Manor will need to be inspected before and after your event.

The table linens, sashes and drapes can be damaged by candle wax, gum, red wines, fire or many other abuses. It is your responsibility to inspect all items upon arrival, since the lessee will be charged for any/all damages that occur during your event.

1. Cost for damaged full length table linen $65.00
2. Cost for damaged/stolen chair sash. $25.00
3. Cost for damage/stolen chair $100.00
4. Cost for damaged drape $300.00
5. Clean-up of any Bodily Fluids results in total loss of $500.00 incidental deposit

**LESSEE INFORMATION**

 The lessee agrees to hold The Manor and its owners harmless for any claim arising out of dispensing of alcoholic beverages or illegal substances to persons attending a function hosted at The Manor. The Lessee agrees to hold The Manor harmless for any power outages, equipment failures, poor weather conditions or any acts of God. Resulting in, but not limited to, a pandemic, terrorists act, the destruction of the Manor, Chapel or Gazebo. Bellamia Manor reserves the right to cancel any event with a 60 day notice and return the lessee’s deposit.

By signing this contract, I have read & understand my agreement with Bellamia Manor.

Lessee Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Sign)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lessor Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Date)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ALL INCLUSIVE CATERING MENU**

*\_\_\_\_\_\_PASTA & SALAD MENU $23.50 PER PERSON*

CHICKEN ALFREDO OVER BOWTIE, GREEK 3 CHESSE TOTELLINI PENNE WITH ITALIAN MEATBALLS, CEASAR SALAD & BREAD

*\_\_\_\_\_\_BBQ PLATE MENU $25.50 PER PERSON*

PULLED PORK, GRILLED CHICKEN, SAUTEED GREEN BEANS, SLAW, POTATO SALAD & BUNS

*\_\_\_\_\_\_MEXICAN MENU $ 26.50 PER PERSON*

PARMESAN CRUSTED BAKED CHICKEN, ROAST BEEF IN GRAVY, MASHED POTATOES, SAUTEED GREEN BEANS, ROASTED MIX VEGGIES, SEASONAL SALAD & BREAD

*\_\_\_\_\_\_RECEPTION DINNER $28.50 PER PERSON*

 2 SEASONAL DIPS, RASBERRY CHIPOLTE MEATBALLS, TURKEY & CHEDDAR SLIDERS, COUNTRY HAM SLIDERS, FRUIT, CHEESE, VEGGIE DISPLAY, STUFFED MUSHROOMS, 2 CANAPES

*\_\_\_\_\_\_PREMIUM DINNER $37.50 PER PERSON \*PRICES VARIES MARKET VALUE*

**ALL INCLUSIVE CATERING PACKAGES INCLUDE**

DRINK SERVICE INCLUDES SWEET TEA & LEMONADE, WATER, ICE, PROFESSIONAL TABLESCAPE SET UP, EVENT CLEAN UP, SERVING EQUIPMENT, ATTRACTIVE DISPOSABLE DINNERWARE, CUTLERY & CAKE CUTTING SERVICES, ALONG WITH A FULL SERVING STAFF.

**APPETIZER STATION**

\_\_\_\_\_\_\_$6.50 PER PERSON

FRUIT & CHEESE DISPLAY, 2 SEASONAL DIPS, SWEET TEA & WATER

\_\_\_\_\_\_\_$8.75 PER PERSON

PASSED APPETIZERS, BACON WRAPPED DATE, SEASONAL TEA SANDWHICH, SMOKED SALMON CROSTINI, SWEET TEA & WATER

**BARTENDING**

\_\_\_\_\_\_\_\_\_$875.00 TOTAL ALL-IN PACKAGE

BARTENDER(S) LICENSED & INSURED, INCLUDES BAR SPACE, CUPS, ICE, NAPKINS, BAR TOOLS, BAR SET UP AND CLEAN UP. CLIENT WILL PROVIDE BEER, WINE & CHAMPAGNE. WINE & CHAMPAGNE GLASSES CAN BE ADDED AT .50 EACH PER 100. NO HARD LIQUOR IS ALLOWED.

**ALL INCLUSIVE CAKE PACKAGE**

Our Custom Cakes are designed to your specifications along with the cake designers discreation. Our all inclusive cake package are all buttercream. If your cake design falls out of our all-inclusive package pricing, you can pay the difference for your cake design upgrade.

All of our all-inclusive cake packages include : A free tasting of 5 of your favorite flavors, delivery, set up, cake stand and your 1 year Anniversary take home cake box.

**NOTE:** You will need to provide cake topper, fresh or silk florals, if your cake designs requires.

**FLAVORS**

FRENCH VANILLA

WHITE

YELLOW

BUTTER

STRAWBERRY

RED VELVET

CHOCOLATE

GERMAN CHOCOLATE

FUNFETTI

BUTTER PECAN

COOKIES & CREAM

PINEAPPLE

SPICE

LEMON

CARMEL

MARBLE (Strawberry & White)

MARBLE (Strawberry & Chocolate)

MARBLE (Yellow & Chocolate)

\*ITALIAN CREAM (Additional cost apply)

\*CARROT CAKE (Additional cost apply)

\*CHOCOLATE CHIP (Additional cost apply)

**EXTRAS**

GOLD OR SILVER PAPER, FONDANT FLOWERS + BOWS OR FRESH FRUIT

CHOCOLATE COVERED STRAWBERRIES BY THE DOZEN

**ALL FILLINGS $10.OO EXTRA :**

CREAM CHEESE

STRAWBERRY

COCONUT

CHERRY

LEMON

RASPBERRY

BAVARIAN CREAM

CHOCOLATE

CHOCOLATE BAVARIAN CREAM

**GROOMS CAKE**

A Buttercream custom cake design in round, square or sheet cake shape is in the grooms cake package. Design will be approved by our cake designer 1 month prior to your event date.

**ALL INCLUSIVE FRESH FLOWER PACKAGE**

Let our years of experience make your dream wedding a reality with stunning fresh florals by our floral design team. We invite you to submit inspiration pictures to our floral designer, who will then confirm your selections are in line with your all inclusive floral package. Flowers vary with the seasons and market price values are ever changing, however our team can offer substitions to make your floral dreams come true.

**FRESH FLORAL BRIDAL PARTY PACKAGE INCLUDES :**

1- Bridal Bouquet

1-Toss Bouquet

5-Bridesmaids Bouquets

2-Mother’s Corsages

1-Groom’s Boutonniere

2-Father’s Boutonnieres

5-Groomsmen Boutonnieres

**FRESH FLORAL BRIDAL PARTY PACKAGE ADDITIONS :**

$85.00 per Bridesmaids Bouquets

$65.00 per Mother’s or Junior Bridesmaids Bouquets

$35.00 per Pin on Corsage or Wristlet Corsage

$25.00 per Boutonnieres

At Bellamia Manor, we offer more than fresh floral bridal party packages.

You can speak with our floral team and request an estimate for a complete Manor design package. We offer a vast aray of design options in enhancing your wedding day from fresh table centerpieces to decorated arches, even to the fresh flowers on your wedding cake. The design options are endless, at The Manor.

**NOTE:** All Non-All inclusive designers must submit interior & exterior designs to the Bellamia Staff, 1 month prior to your event date.