Wedding Planning Details & Contract

When you choose to celebrate your wedding at Sheridan's, it becomes our mission to make it the most special and memorable event you and your guests will ever attend. We take pride in providing our guests with the highest quality cuisine, service and amenities. We are happy to assist you in planning a wedding distinctly tailored to your needs. The following information on our fees and services pertains to holding a wedding at Sheridan's.

Facility Rate Information. . . Our facility rental fee is $500.00 for the day of your event. This fee is non refundable and is required upon booking to reserve your date. At the close of your event $400.00 of that fee will be applied to your total balance due. Booking an event requires a guarantee guest count ten days prior to your event. You as our patron agree to pay the difference if your guest count is below the agreed upon minimum. The minimum does not include children's dinners. If event is cancelled at any time you forfeit the rental fee. The day of your event we accept all major credit cards or a cashier check for final payment.

Hours of Operation. . . Sunday through Wednesday 7 am-3 pm - Closed Mondays - Thursday 7 am - 9 pm and Friday & Saturday 7 am to 10 pm with bar service until 11 pm.

Guest Capacity. . . Our restaurant seats approximately 75 guests indoors and 60 outdoors with weather permitting.

Parking. . . Sheridan's and Sheridan House feature a private **free** parking lot for you and your guests along with ample street parking located next to the building.

Taste & Toast. . . The quality of our food is what sets our meal service apart from the others. From the cut of meat to the seasonal fish to the sauce on our vegetables, we use the freshest ingredients possible to create flavors your guests will savor!

- All meals are table service and include black linen napkins – Other colors are available for an additional fee.
- Custom menus are created for your guests
- Menu selections may be customized on proportions or variations to fit your needs
- Open or Cash bar and defined beverage options are offered - no fee for bartender (s)
- Minimum charge is $28.00 per guest with an additional 5.65% sales tax and 20% gratuity for table service **or** a $1,100.00 minimum total for a food and beverage reception. ***How you choose to spend this is up to you. As an example, once you decide on food we can help you consider beverage and dessert options.***

Dessert Service. . . Sheridan's offers a variety of delicious cake and pastry selections made by our own pastry chef for your guests to enjoy. Dessert service is $7.00 per guest. This includes: unlimited Alterra regular and decaf coffee, selections of Rishi teas, Coke products during dining service and one serving of custom dessert per guest. You may choose to serve a cake supplied by an outside licensed bakery with a service fee of $1.75 per slice per person.

Ceremony

The Moment You Say "I Do" . . . Sheridan's is pleased to hold your intimate ceremony in our restaurant or in our outdoor courtyard, weather permitting. Floor plans can be customized to fit your ceremony needs and total number of guests with prior approval by management.

Celebrate in the Outdoors. . . If you and your guests prefer an outdoor setting for your wedding, tenting and additional seating may be rented to accommodate your needs. A contract is required with any rental company we use. Prices are subject to change if not booked in advance. We recommend this is finalized upon signing with us.

- Approximate cost for tenting the entire courtyard is $4,500.00 including electricity.
- Your actual cost will depend upon size of tent and time of year.

Reception

Stylish Dining. . . Cloth napkins will be black unless otherwise specified and are complementary.

- Additional table linens or colored napkins are an additional cost and will be quoted upon request.
- Tea-light candles and flowers are welcomed and can be used in Sheridan's complementary candle holders and small vases.
- Custom centerpieces or other adornments may be used with prior approval by management.

Music and Dancing. . . Sheridan's does not have a dance floor inside our facility. However, if the courtyard is tented a dance floor may be installed. We can also offer information and access to a large number of musicians capable of making your wedding entertainment unforgettable.

- Dance floor will be quoted upon request.
- With your preference in music and budget in mind we can quote out musicians.
- If you choose to book your own musicians, you must coordinate this with management prior to signing a contract to guarantee that their power requirements and volume levels are within approved standards.
- Sheridan's has a collection of music free at no charge to utilize or feel free to bring your own IPod and we will play it through our Bose music system

Sheridan House Boutique Hotel

Rest and Relax. . . Our beautiful wine region themed rooms feature top quality amenities and furnishings.

- If all twelve rooms are booked for night of your event a luxury guestroom is complementary with contract.
- All bookings include one $15 café gift card to be used anytime at Sheridan's
- Rates vary by time of year. Currently rooms range from $120.00 to $170.00 a night.
- Sales and room taxes are 15.1%.
- If six guestrooms are booked a 10% discount will be granted to all guests!

Early Check-In/Late Check-Out. . . Sheridan House's regular Check-In is at 4:00 p.m. and Check-Out is Noon the following day.

- If you or your guests require an early Check-In or late Check-Out due to conflicts with your wedding this can be arranged.
- Any modifications must be approved by management prior to your stay.

Gift Opening Breakfast. . . With the wedding of your dreams now fulfilled, the celebration does not have to end. Sheridan's can arrange a Gift Opening Breakfast for you to share with all of your family and friends.

- Minimum of 8 with a maximum of 30 guests.
- Menu and selections must be approved and pre-ordered prior to event.

Rules and Regulations. . .

- Contract and amenities subject to change
- Firepit availability is a separate contract and is up to the discretion of management

Guest Signature *Time & Date of Event*

Authorized Signature *Date Signed*