



## Event (Party) Reservations: Policies & Procedures

**Reservation (definition):** A reservation must be secured by a contract and be confirmed by receipt of a deposit.

**Deposits:** The deposit amount is 50% of the total event cost. This must be paid within 2 months after date of event has been determined. You will forfeit your date if the deposit is not received. This deposit will be deducted from your final invoice.

**Chapel for Wedding Ceremonies:** Seating for 250 maximum. Cost of usage includes rehearsal & decorating prior to ceremony. There will also be rooms for the bridal party to prepare for the ceremony No open flames with exception of Unity Candle in the Chapel area. Please do not use non-removable tape in any area of the chapel. No living rose petals, rice, bubbles, confetti, glitter, or sparklers are allowed inside or outside the facility. Decorations must be removed after the ceremony

**Dining Room for a Wedding Reception:** Rates will include up to 4 hour usage with \$200 per hour after the initial time allotted. Seating for up to 250 maximum.

**Includes:**

Depending upon day and time of reception the wedding party will have maximum of two hours to decorate the dining room.... Either the evening before or the morning of the event. Takedown and removal of all personal items, decorations, flowers, etc. must be completed after said event. Set-up and cleaning of all flowers and decorations are the responsibility of the wedding party. Our staff does not assist with this responsibility. Please do not use the following when decorating (unless prior approval from Guest Services) wires, staples, nails, non-removable tape, confetti, glitter. Sparklers and fireworks can not be used.

**Alcohol:** Our policy prevents us from allowing any alcohol on the property with exception of that provided by a caterer with a NYS License to do so Corning Catering holds it for the Lodge In other areas the caterer must provide Watson Homestead with their Temporary Permit from NYS one month prior to the event and must be displayed during the event.

Alcohol can only be consumed in designated area where the reception is being held and may not be removed for consumption in other areas of Watson Homestead including the hotel rooms.

Hours stated on the Permit must be adhered to. No extensions on date of event are possible.

New York State legal drinking age is (21) twenty-one years old and will be strictly enforced. Your caterer reserves the right to close down the bar, without refund, if the event is out of control. It is out of desire that our guests have a good time, but the safety of the guests and staff is paramount.

Under no circumstances may alcohol be brought onto the premises by the wedding party or their guests. Any violation of this policy will result in forfeiture of the entire damage deposit and violators may be asked to leave the premises.

**Accommodations:** Private events may opt to use Watson Homestead West Wing Hotel style rooms.

A minimum a block of 10 rooms may be secured for your event. More rooms may be available upon request....

**Damages:** Watson Homestead reserves the right to inspect and control all private events. Liability for damages to the premises will be charge accordingly. Prior to reception valid credit card number or check for \$200 will be held until the after inspection.

The rental party agrees to assume responsibility for any injury to persons attending the event. The rental party is also responsible for the loss of any personal property resulting from the action or inaction of guests. The rental party agrees to assume responsibility for any damage to building or grounds caused by anyone attending or present on the premises as a result of the event.

**Estimate of costs for event discussed:**

Estimated Cost of Event \$ \_\_\_\_\_ (As per reservation contract)

Due on deposit \$ \_\_\_\_\_ (due on reservation confirmation)

Balance due \$ \_\_\_\_\_ (day of event)

Reservation made by:

Guest/ \_\_\_\_\_ Date \_\_\_\_\_

Name Guest contact for questions: \_\_\_\_\_

Phone: \_\_\_\_\_ email: \_\_\_\_\_

Watson Homestead: by: \_\_\_\_\_ Date \_\_\_\_\_

Comments: