



**THE WAR MEMORIAL**  
32 LAKE SHORE DRIVE, GROSSE POINTE FARMS, MICHIGAN 48236

# WEDDINGS



SERVICE



TASTE



SPACE

## SERVICE | TASTE | SPACE

Welcome to War Memorial!

Our team is excited about the opportunity of hosting you, your family and all your loved ones on one of the most important days of your life. Our culinary team is proud to serve food that is responsibly grown, fresh and local. From the historic Alger House to our newly renovated Ballroom, our unparalleled rooms and breathtaking views will have you and your guests amazed. Our professional staff's attention to detail and anticipation of your needs will ensure that your wedding is memorable for everyone.

Beyond using our expertise for all of the in-house details that we directly handle, allow us to assist with all your planning questions, helping to make your wedding a day to remember.



A 24% service charge plus 6% sales tax will be added to all food and beverage charges.  
Prices are per person and subject to change. Your guest count guarantee is required  
10 days prior to your event

## OUR SPACES

Room Rental Rates are based on a 4.5 Hour Reception

Food & Beverage Minimums do not include tax, service charge, room rental, or miscellaneous fees

**THE HISTORIC ALGER HOUSE** is the original mansion built for the Alger family in 1910. As your guests take their first steps past the two brass lions that guard the front entrance, they'll be greeted by immaculately manicured gardens and a large working fountain that acts as a centerpiece to the stone-paved Front Circle. The space inside is comprised of four separate but adjoining rooms—the Library, the Reception Room, the Dining Room, and the Palm Room. Each room, featuring sparkling, herringbone hardwood floors, opens to the next through a set of glass French Doors, all original to the mansion. You and your guests can cozy up to any of the three enormous working gas fireplaces throughout the space while you enjoy views of the expansive Back Lawn and Lake St. Clair. The Alger House is a wonderful and cozy option for a reception of up to 125 seated guests—or add it on to your rental of the Crystal Ballroom and use it for a strolling cocktail hour!

**ALGER HOUSE ROOM RENTAL | \$1,500**

**FOOD & BEVERAGE MINIMUM | \$8,000**



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## OUR SPACES

Room Rental Rates are based on a 4.5 Hour Reception

Food & Beverage Minimums do not include tax, service charge, room rental, or miscellaneous fees

**THE CRYSTAL BALLROOM** was added to the original mansion in the early 1960s. The space is undergoing extensive renovations to showcase a modern and sophisticated canvas for you to build your big day around. After an hour of cocktails and tray passed hors d'oeuvres on the newly added outdoor Veranda overlooking the pristine Back Lawn, your guests will step through the glass doors into the Ballroom itself, where their breath will be taken away by the panoramic views of Lake St. Clair. The space features herringbone hardwood flooring, which mimics the original hardwood flooring of the Alger House. The Ballroom is the largest of the spaces of The War Memorial and can accommodate over 300 guests!

**BALLROOM ROOM RENTAL | \$2,800**

**FOOD & BEVERAGE MINIMUMS | FRIDAY \$22,000**

**SATURDAY \$25,000**

**SUNDAY \$20,000**



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# WEDDING RECEPTION PACKAGE

Package Pricing can be found on pages 8 & 9 with Entrée Selections

One-Hour Cocktail Reception  
Four Tray-Passed Hors D'oeuvres  
Four-Hour Deluxe Bar (upgrades available on page 11)  
Sparkling Wine Toast for Head Table  
Choice of Salad  
Plated Entrée  
Cake Cutting & Service  
Coffee & Tea Service  
China & Glassware  
In-House Tables & Chairs  
White Floor-Length Table Linens & White Linen Napkins



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10 days prior to your event

## HORS D'OEUVRES

Choice of four Tray-Passed Hors D'oeuvres included in Package pricing

### Cold Hors D'oeuvres

**PROSCIUTTO-WRAPPED GRILLED ASPARAGUS**

**SMOKED SALMON** | Toasted Crostini with Lemon Aioli

**IMPORTED BRIE** | Strawberry Balsamic Sauce, Micro Basil

**COFFEE-CRUSTED NY STRIP** | Boursin Cheese Mousse, Balsamic Onions, on a Crostini

**HUMMUS CUPS** | Toum, Tabbouleh, Pomegranate Seed, in a Phyllo Cup

**SMOKED CHICKEN** | Apple Cider Cream Cheese on Walnut Bread, Micro Greens

**GOAT CHEESE FONDUE** | Slivered Black Fig, on a Cranberry Whole Wheat Crostini

**CAPRESE SKEWERS** | Heirloom Tomatoes, Buffalo Mozzarella, Fresh Basil

**NEW ENGLAND LOBSTER SALAD BITES** | in a Veggie Phyllo Cup | **ADD \$3 PER PERSON**

### Hot Hors D'oeuvres

**ROASTED TOMATO BISQUE SHOOTER** | Mini Grilled Cheese

**ARANCINI** | Basil Aioli

**SESAME CHICKEN** | Sweet Sake Glaze

**VEGETABLE SAMOSA** | Tamarind Ginger Dipping Sauce

**SPINACH & FETA PHYLLO BITES** | Tomato Shallot Jam

**THAI VEGETABLE SPRING ROLLS** | Sweet Chili Dipping Sauce

**WILD MUSHROOM TARTLET** | Crème Fraiche

**BRIE AND PEAR EN CROUTE**

**GARLIC FRIED POMMES FRITES** | Truffle Oil and Parmesan

**BLACK BEAN AND CHICKEN QUESADILLA** | Cilantro Lime Aioli

**MINI BEEF WELLINGTONS**

**SWEDISH OR BBQ MEATBALLS**

**MINI MARYLAND CRAB CAKES** | Chipotle Lime Aioli | **ADD \$4 PER PERSON**

**HOISIN GLAZED PETIT LAMB CHOPS** | **ADD \$10 PER PERSON**

# HORS D'OEUVRES UPGRADES

Based on One Hour of Service

**FRESH FRUIT AND CHEESE DISPLAY | \$9 PER PERSON**

Imported and Domestic Cheeses Served with Crackers  
Seasonal Fresh Fruit and Berries

**VEGETABLE STATION | \$8 PER PERSON**

Crisp Celery, Carrot Sticks, English Cucumbers, Bell Peppers, Heirloom Cauliflower  
Broccoli Florets, Cherry Tomatoes, Grilled Zucchini and Squash, Roasted Asparagus,  
Grilled Eggplant, Basil Pesto Dip, Buttermilk Ranch Dressing

**DIPPING STATION | \$10 PER PERSON**

Spinach Artichoke Dip, Chorizo and Queso Dip, Buffalo Blue Cheese Dip  
Tri Color Tortilla Chips, Crackers, Pita Chips

**ANTIPASTO DISPLAY | \$15 PER PERSON**

Imported and Domestic Cheeses, Assorted Cured Meats  
Roasted Italian Vegetables, Basil Dipping Oil, Spicy Dipping Oil, Crostini, Focaccia

**MEDITERRANEAN STATION | \$14 PER PERSON**

Hummus, Baba Ghanoush, Tabbouleh, Toum, Marinated Feta, Olives  
White Bean Hummus, Chilled Vegetable Grape Leaves, Grilled Naan, Pita Chips

## SINGLE ENTRÉE SELECTIONS

Entrées include choice of Salad, served with Bread & Butter, and Coffee & Tea Service

CHOICE OF TWO ENTRÉES IS AN ADDITIONAL \$5 PER PERSON

**CHICKEN PICCATA | \$100**

Artichoke Ragout  
Lemon Caper Butter Sauce

**CHICKEN MARSALA | \$100**

Wild Mushroom  
Sweet Marsala Sauce

**CHICKEN FINE HERBS | \$100**

Supreme Chicken Breast  
Fine Herb Chicken Velouté Sauce

**CAPRESE CHICKEN | \$102**

Tomato, Mozzarella, Fresh Basil &  
Capers  
Balsamic Reduction Drizzle

**EAST COAST CHICKEN & LUMP CRAB | \$109**

Jumbo Lump Crab, Asparagus Tips,  
Black Truffle Sea Salt  
Béarnaise Sauce

**GRILLED PORTOBELLO MUSHROOM (V) | \$100**

Barley Pilaf, Steamed Spinach, Roasted  
Corn

**SEASONAL RISOTTO (V, GF) | \$100**

Grilled and Roasted Seasonal Vegetables

**SALMON NIÇOISE | \$110**

Kalamata Olives, Artichoke  
Roasted Red Pepper  
Herbed Tomato Beurre Blanc

**SALMON DILL BEURRE BLANC | \$110**

Dill Beurre Blanc Sauce

**CHERRY GLAZED SALMON | \$110**

Cherry Demi-Glace

**FARO ISLAND SALMON | \$111**

Baby Arugula, Pomegranate Seeds  
Pomegranate Molasses and Orange Glaze

**BRAISED BEEF SHORT RIBS | \$116**

Sangiovese Beef Jus Lie

**COFFEE-CRUSTED NEW YORK STEAK | \$122**

Au Poivre Cream Sauce

**GRILLED FILET MIGNON | \$128**

Maitre d'Hotel Butter



## DUET ENTRÉE SELECTIONS

Entrées include choice of Salad, served with Bread & Butter, and Coffee & Tea Service

**CHOICE OF SALMON & CHOICE OF CHICKEN (SEE BELOW) | \$114**

**BRAISED BEEF SHORT RIB & CHOICE OF CHICKEN (SEE BELOW) | \$120**

Short Rib is served with Sangiovese Beef Jus Lie

**GRILLED PETITE FILET & CHOICE OF CHICKEN (SEE BELOW) | \$130**

Filet is served with Maitre d'Hotel Butter

**GRILLED PETITE FILET & CHOICE OF SALMON (SEE BELOW) | \$134**

Filet is served with Maitre d'Hotel Butter

**GRILLED PETITE FILET & MARYLAND CRABCAKE | \$145**

Filet is served with Maitre d'Hotel Butter

### Chicken Options

Chicken Piccata

Chicken Marsala

Chicken Fine Herbs

Caprese Chicken | ADD \$2

Sauteed Chicken Breast | ADD \$2

Chicken & Lump Crab | ADD \$7

### Salmon Options

Salmon Niçoise

Salmon Dill Beurre Blanc

Cherry Glazed Salmon

Faro Island Salmon | ADD \$1

## CHILDREN'S MEALS | \$23

Please choose one option for all children 12 years old & under

Includes Fruit Cup, and unlimited Soft Drinks

**CHICKEN FINGERS & FRIES**

**GRILLED CHEESE & FRIES**

**MACARONI & CHEESE**

**GRILLED CHICKEN BREAST & FRIES**

## SALAD SELECTIONS

Please choose one salad option for all guests

### **ALGER HOUSE SALAD**

Artisan Mixed Greens, English Cucumbers Grape Tomatoes, Carrot Curls  
Sherry Vinaigrette

### **CAESAR SALAD | ADD \$1**

Crisp Romaine, Herbed Garlic Croutons Parmesan Crisps  
Caesar Dressing

### **MICHIGAN SALAD | ADD \$2**

Baby Spinach, Candied Walnuts, Michigan Dried Cherries, Bleu Cheese, Cherry  
Tomatoes Raspberry Vinaigrette

### **WEDGE SALAD | ADD \$3**

Baby Iceberg, Apple Wood Smoked Bacon, Tomatoes, Cucumber, Smoked Cheddar  
Buttermilk Ranch Dressing

## SIDE SELECTIONS

Please choose one starch and one vegetable for all Entrees

Horseradish Whipped Potatoes  
Smoked Gouda Whipped  
Potatoes  
Smashed Yukon Gold Potatoes  
Herb Roasted New Potatoes

Seasonal Vegetable Medley  
Haricot Verts  
Heirloom Baby Carrots  
Roasted Asparagus

## BEVERAGE SELECTIONS

All Bar Packages are based on four hours of service

### INCLUDED IN ALL BAR PACKAGES

**BEER** | Bud Lite, Labatt's, Blue Moon, Atwater Dirty Blonde

**WINE** | Canyon Road Pinot Grigio, Chardonnay, Merlot and Cabernet

**SOFT DRINKS, JUICES AND MIXERS**

### DELUXE LIQUOR

Included in Base Wedding Package Price

Svedka Vodka, Beefeater Gin, Bacardi Rum, Canadian Club Whiskey

Jim Beam Bourbon, Dewar's Scotch

Additional Deluxe Bar Service Time | **ADD \$7 PER PERSON, PER HOUR\***

### PREMIUM LIQUOR | \$8 PER PERSON

Titos Vodka, Tanqueray Gin, Bacardi Rum, Captain Morgan Rum

Jack Daniel's Whiskey, Maker's Mark Bourbon, Dewar's Scotch

Additional Premium Bar Service Time | **ADD \$8 PER PERSON, PER HOUR\***

### PLATINUM LIQUOR | \$13 PER PERSON

Grey Goose Vodka, Bombay Sapphire Gin, Bacardi Rum, Captain Morgan Rum, Patron Silver Tequila, Hennessy Cognac, Crown Royal Whiskey, Knob Creek Bourbon, Johnnie Walker Black Scotch

Additional Platinum Bar Service Time | **ADD \$9 PER PERSON, PER HOUR\***

**\*ROOM RENTAL RATES ARE BASED ON 4.5 HOURS OF RENTAL  
ADDITIONAL RENTAL TIME WILL INCUR AN ADDITIONAL \$500 PER HOUR**

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## BEVERAGE UPGRADES

### WINE UPGRADES

**TABLE WINE SERVICE | \$8**

Choice of House Chardonnay or Pinot Grigio, and Cabernet or Merlot will be offered to guests during dinner service

**TIER 1 WINE UPGRADE | \$7**

Please inquire with your event coordinator for The War Memorial wine list

**TIER 2 WINE UPGRADE SELECTIONS | \$9**

Please inquire with your event coordinator for The War Memorial wine list

**CHAMPAGNE TOAST FOR ALL GUESTS | \$2**

### HARD SELTZER PACKAGE

Assorted Hard Seltzers | \$6

### SPECIALTY COCKTAILS

Select from the options below

**ONE OPTION | \$4**

**TWO OPTION | \$7**

**LAVENDER LEMONADE** (SEASONAL)  
Vodka, Lemonade  
Homemade Lavender Simple Syrup

**MOSCOW MULE**  
Vodka, Lime Juice, and Ginger Beer  
Garnished with a Lime

**MARGARITAS**

**French 75**  
Champagne, Gin, Lemon Juice  
and Simple Syrup

**MOJITO**  
Rum, Mint, Simple Syrup, Club Soda  
Garnished with Lime & Mint

**MANHATTAN THYME**  
Bourbon, Bitters, Cherry Cola,  
Garnished with Orange Slice & Fresh Thyme



## DESSERT ADDONS

### THE SWEETEST TABLE DESSERT DISPLAY

**\$18 PER PERSON**

Minimum Order of 100 Guests

#### INCLUDES THREE FULL SIZE CAKES

Raspberry and Cream  
Chocolate Bumps  
Lemon Chantilly

#### YOUR CHOICE OF SIX MINIATURE PASTRIES

Cream Puff	Cheesecake	Blondie Bar
Fruit Flan	Key Lime Cup	Brownie
Peanut Butter Cup	Raspberry Bar	Brookie
Fresh Fruit Cup	Lemon Bar	French Macaron
Mousse Cup	Ganache Bar	

### INTERNATIONAL COFFEE STATION

**\$5 PER PERSON**

Fresh Brewed Regular & Decaffeinated Coffee, and a Selection of Mighty Leaf Gourmet Tea  
Shaved Chocolate Curls, Fresh Whipped Chantilly Cream, Cinnamon Sticks, Natural Sugar Cubes  
House Made Vanilla and Caramel Syrups

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# AFTERGLOW STATIONS

Based on One Hour of Service  
Priced per person - Minimum of 50 guests

**CONEY ISLAND | \$8**

Chili, Sauerkraut, Cheese, Onions  
Assorted Condiments

**PIZZA STATION | \$8**

Choice of Topping: Pepperoni  
Pineapple, Sausage, Onions, Ham  
Green Peppers, Bacon, Olives  
Mushrooms, Hot Peppers  
Fresh Tomatoes

**NACHO BAR | \$9**

Tortilla Chips, Seasoned Ground  
Beef, Lettuce, Tomato, Sour  
Cream Hot Queso, Guacamole  
Refried Beans

**Add Hard & Soft Taco Shells | \$1**

**QUESADILLA STATION | \$9**

Cheese Quesadillas  
Seasoned Grilled Chicken  
Carne Asada, Flour Tortillas,  
Lettuce, Tomato, Sour Cream,  
Cheese, Guacamole

**GOURMET SLIDER STATION | \$11**

Your choice of Two Styles

*Alger House Slider*

Roasted Tomato, Provolone, Lettuce  
Bacon Jam, Ketchup, Dijon, Mayo

*Pulled Pork Slider*

Sweet Chili BBQ Sauce, Cilantro Lime Cole Slaw  
Sharp Cheddar Cheese, Hawaiian Roll

*Jerk Chicken Slider*

Grilled Mango and Pineapple Salsa  
Pepper Jack Cheese

*Grilled Vegetable Slider*

Mushroom, Zucchini, Squash, Eggplant  
Balsamic Onion, Boursin Cheese  
Pesto Aioli Arugula

**Add French Fries / \$2**

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## BRIDAL SUITE MENUS

Based on One Hour of Service  
Priced per person - Minimum of 7 Guests

### Packages

**BREAKFAST PACKAGE | \$16**

Assorted Breakfast Pastries  
Yogurt Parfait  
Fresh Seasonal Fruit Salad  
Coffee & Orange Juice

**LUNCH PACKAGE | \$23**

Mini Gourmet Sandwiches  
Antipasto Salad  
Vegetable Crudite  
Fresh Seasonal Fruit Salad  
Kettle Chips

**LIGHT PACKAGE | \$20**

Charcuterie, Cheese & Crackers  
Vegetable Crudite  
Buttermilk Ranch Dressing  
Fresh Seasonal Fruit Platter

## A La Carte Food

Priced per person

**MINI SANDWICH PLATTER | \$8**

**FRUIT & CHEESE DISPLAY | \$7.50**

**VEGETABLE CRUDITE | \$7.50**

**ASSORTED CHEESE & CHARCUTERIE BOARD |**

\$8.50

with Crackers and Crostini

## Beverages

**ASSORTED BEER OR SELTZER | \$5 EA.**

**ASSORTED SOFT DRINKS | \$2 EA.**

**BOTTLED WATER | \$2 EA.**

**HOUSE WINE | \$28 PER BOTTLE**

Sparkling Wine, Chardonnay,  
Cabernet, Pinot Grigio, Merlot

**FRESH FRUIT JUICE | \$10 PER**

CARAFE

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# POLICIES & PROCEDURES

## ***Food and Beverage***

All food and beverage, except the wedding cake, must be purchased through TWM. Wedding cakes must be prepared by a licensed bakery. Due to Health Department regulations, no food or beverages may be brought in or removed from the building, including into changing rooms provided for brides and grooms.

All menu pricing is subject to change, based on changes in market pricing. Changes made to the food and beverage offerings by Patron are subject to additional charges as determined by TWM.

All food and beverage charges are subject to a 24% service charge and 6% Michigan sales tax.

The sale and serving of alcoholic beverages is regulated by the State of Michigan. Alcohol shall not be served to minors, or to guests that appear, in the sole judgment of TWM, to be intoxicated. Patron agrees to indemnify TWM, its officers, directors agents and employees from and against all actions, claims, liabilities, damages, or expense including judgments, interest and attorney's fees which TWM may at any time, or from time to time subsequent to the date of the Event, sustain or incur as a result of any personal injury, property damage, fines or assessments caused by the furnishing or consumption of alcohol by Patron or Patron's guests at the Event.

## ***Food & Beverage Minimum***

A food & beverage minimum and a room rental fee shall apply based on the desired space. The food and beverage minimum only includes the charges for food and beverage, and does not include tax, service charge, room rental or other miscellaneous fees.

## ***Standard TWM Food & Beverage Minimums***

### **Ballroom**

Friday - \$22,000

Saturday - \$25,000

Sunday - 20,000

**Alger House** (Fri through Sun) - \$8,000

### ***Standard TWM Room Rentals***

**Ballroom** - \$2,800

**Alger House** - \$1,500

If the ceremony is being held on TWM's premises, two (2) changing rooms will be provided for the wedding party at no additional charge beginning at noon. If the ceremony is not being held on TWM's premises, the charge for changing rooms is \$350 per room, subject to availability. Changing rooms will be available beginning at 12:00PM until one (1) hour following the end of the reception. Additional time may be added at \$150 per hour per room, subject to availability, as early as 9am.

## ***Simultaneous Events***

Patron acknowledges other events may occur on TWM's premises simultaneously as the wedding function. A scheduled concurrent event does not constitute permissible cause to terminate this Agreement or otherwise cancel the Event.

## ***Securing the Date – Deposit and Execution of Agreement***

The mission of the TWM is to honor members or veterans of the Armed Forces. It is required that all patrons have a family member (living or deceased) who has served, or is currently serving, in the armed forces. The Veteran/Service Membership Form must be completed upon booking the venue.



TWM will extend a complimentary seven (7) day hold, with no obligation, on the date of your choice, subject to availability. After seven (7) days, if (i) \$6,000 non-refundable deposit (\$4,500 reservation fee and \$1,500 security deposit), and (ii) this executed Agreement haven't been received by TWM, the reserved date will be released thereby allowing it to be reserved by other persons.

Payment may be made with cash, certified check or credit card. Use of a credit card will result in an additional 3.5% service charge added to the final invoice. **Personal checks will not be accepted as payment.**

The \$4,500 reservation fee will be applied as your first payment. The \$1,500 security deposit will be returned in full within one (1) month after the date of the Event, subject to application of some or all of it to pay for damage to TWM's premises and any other expenses resulting from the Event.

A second payment of 50% of the guaranteed food and beverage minimum is due six (6) months prior to the Event. A third payment of 25% of the guaranteed food and beverage minimum is due three (3) months prior to the Event. The total remaining balance is due seven (7) business days prior to the Event. If the total amount due has not been paid at least seven (7) days prior to the Event, all obligations of TWM in connection with hosting the Event shall immediately terminate, without recourse to Patron.

### **Guarantee**

A guaranteed guest count is required ten (10) business days prior to the Event ("Guarantee Date"). A 10% service charge will be applied to guests added after the Guarantee Date if the number of additional guests is greater than 5% of the total guest count. TWM will charge according to the greater of the following: (i) guaranteed guest count, or (ii) actual guest count.

### **Cancellations or Transfers**

All cancellations or requests to change the date of an Event must be submitted in writing. Date change requests shall be considered based on availability,

within the same fiscal year. Date change requests to a different fiscal year or Event cancellations will result in forfeiture of all amounts previously paid including but not limited to non-refundable deposits.

### **Wedding Ceremony**

Wedding ceremonies may be held on TWM's premises. A ceremony fee of \$2,000 includes ceremony coordination, one scheduled rehearsal (thirty minutes or less) prior to your wedding day, use and setup of ceremony chairs, two (2) changing rooms on the day of the wedding beginning at 12:00PM, and exclusive use of the Terrace, Back Lawn and Trial Gardens for two (2) hours and thirty (30) minutes (including the ceremony time).

Wedding party changing rooms are reserved from 12:00PM to one (1) hour following the end of the Event. Additional time may be added to changing rooms, as early as 9:00am, for an additional \$150 per hour per changing room, subject to availability.

An outdoor ceremony held on the back lawn accommodates up to 300 seated guests. In the event of inclement weather on the day of the wedding, the reserved reception space will be considered the guaranteed backup space and the reception setup shall be in place during the wedding ceremony. Additional indoor backup spaces, if available, cannot be guaranteed more than three (3) days prior to the ceremony, unless they have been reserved through your wedding coordinator for an additional fee. In the event of inclement weather, the decision to move the ceremony indoors must be made no later than four (4) hours prior to the commencement of the ceremony.

An indoor ceremony held in the Library accommodates a maximum of 80 seated guests. The Library is only available for a ceremony when the reception is taking place in the Alger House, or unless booked through your coordinator for an additional fee, subject to availability.†

### **Event Schedule & Duration**

Room rental is based off of four (4) hours and thirty (30) minutes of service, not including two (2) hours to setup and sixty (60) minutes to break down. Reception time can be added for an additional \$400 per hour to end no later than 12:00AM (midnight).

Evening events can begin no earlier than 4:00PM and can go no later than 12:00AM (midnight).

### **Event Set-Up & Break Down**

Set-up may begin two (2) hours prior to the start of the reception. TWM staff will be able to assist with arranging the items below. All items must arrive at TWM in final form, labeled, and accompanied by a completed Wedding Item Drop Off Form no less than 24 hours prior to the Event.

Place cards (must be alphabetized)  
Favors  
Toasting Flutes  
Cake Knife and Server  
Menu Cards  
Guestbook and Pen  
Card Box

Arrangements for additional items will be considered no less than five (5) days prior to the Event. A \$250 fee will be charged for TWM staff to arrange additional items.

Following the conclusion of the wedding reception, Patron will ensure all items shall be removed from the premises in no more than sixty (60) minutes. All non-TWM décor, including but not limited to flowers, must be removed at the end of the event or there will be a minimum \$250 clean-up and disposal fee. Due to limited storage space, TWM shall not hold any items after the conclusion of the Event. TWM is not responsible for any items left behind. Should any items of the wedding party or guests be left at TWM, they will need to be picked up within one (1) week of the Event or they will be discarded.

### **Place Cards**

Place cards are required if more than one entrée is selected or there are any guests with food allergies or dietary restrictions. Patron must provide a place card for all guests. Each place card must have a guest's name, table number and indicator delineating their entrée selection. All information must be printed on the front of the place card. Place cards must be pre-folded and in alphabetical order. If these place cards are not provided correctly, TWM reserves the right to charge a setup fee and provide indicators of their choice.

You may use the following indicators:

**Letter:** B = Beef, C = Chicken, F = Fish, V = Vegetarian, K = Kid

*(letters must be size 12 font or larger, and in a clear, easy to read typeface)*

OR

**Color:** Red = Beef, Yellow = Chicken, Blue = Fish, Green = Vegetarian

*(Colors must be easy to see in low light)*

OR

**Picture/Stamp:** Cow = Beef, Chicken = Chicken, Fish = Fish, Carrot = Vegetarian

### **Miscellaneous Fees**

**Charger Plate Handling Fee: \$1 per charger** *(this does not include chargers or set up of chargers. This covers the clearing, cleanup, and packing of chargers. Bins must be provided for charger storage.)*

**Dessert Service Fee: \$2 per person** *(cutting and service of wedding cake is included in Wedding Package Pricing)*

**Choice of Entrée Fee: \$4 per person**

### ***Photo Policy***

Arrangements for any photography on TWM's campus must be made with the Event coordinator.

If the Ceremony is being held on site, exclusive use of the Terrace, Back Lawn and Trial Gardens shall occur two (2) hours prior to the start of the ceremony, based upon availability.

If the wedding ceremony is not held on TWM property, access to the grounds prior to the Event is not guaranteed.

### ***Floor Plans and Tablescape***

An approved floor plan is due ten (10) business days prior to the Event. TWM will provide guest tables and chairs, white floor length linens for guest tables, white linen dinner napkins, place settings including chinaware, silverware, salt and pepper, and water glasses. TWM will also provide space for a dance floor and additional tables covered with TWM house linen for the cake table, place card table and gift table. TWM will provide white 90x90 linens for cocktail tables.

### ***Tastings***

One (1) food tasting for the bride and groom is offered as early as six months prior to the scheduled wedding. Additional guests are welcome to attend for a fee of \$40 per person, up to no more than six (6) guests total (including the bride and groom). Additional guest charges shall be applied to the Event invoice. A tasting consists of up to five (5) hors d'oeuvres, and 3 entrees with accompanying sides. Note there are no tastings held from May 1 to September 15 due to the level of activity at TWM during these months.

### ***Facility and Grounds***

The War Memorial Association reserves the right to make alterations and renovations to the facility and surrounding grounds as needed, in its sole discretion. The gardens are planted on a seasonal basis. TWM

does not guarantee the gardens or planters on the Terrace will be filled with flowers at any given time. TWM does not guarantee the fountain in the Front Circle will be turned on and working at any given time. The fountain is typically turned on when operational, weather permitting.

Holiday dÉcor will be placed by TWM in and around the facility in the sole discretion of TWM, and shall not be moved. Your Event coordinator can provide a holiday dÉcor timeline.

### ***Vendors***

All vendors and the items and services they provide must be approved with your Event coordinator at least ten (10) days prior to the Event. Refer to the TWM preferred vendors list for information regarding florists, decorations, linens and entertainment. Vendors may set up for an Event no sooner than two (2) hours prior to the start of your reception.

TWM is not responsible for the installation or removal of items provided by an outside vendor. Violation of this policy may result in additional charges against your security deposit.

### ***Damages, Liability and Indemnification***

TWM assumes no liability for the loss or damage of any equipment or possessions of Patron or Patron's guests before, during or after the Event. Patron is responsible for all damage to the TWM facility and surrounding premises directly or indirectly caused by Patron or Patron's guests before, during and after the Event. Patron agrees to indemnify TWM, its officers, directors agents and employees from and against all actions, claims, liabilities, damages, or expense including judgments, interest and attorney's fees which TWM may at any time, or from time to time subsequent to the date of the Event, sustain or incur as a result of Patron's breach of this Agreement, or Patron's or Patron's agents' and guests' actions. Further, Patron's indemnification hereunder shall apply to any actions, claims, liabilities, damages, or expense including judgments, interest and attorney's fees arising from Patron's or Patron's agent's unauthorized use of copyrighted audio and music.

### ***Non-Performance***

If the Event can't be held in whole or in part due to an Act of God, or for circumstances beyond TWM's control, then TWM shall be excused from performing under this Agreement.

### ***Policies***

TWM is a smoke-free campus and smoking is not allowed in the facility or surrounding premises.

Throwing and/or using confetti, rice, birdseed, glitter, etc. is not permitted in the TWM facility or surrounding premises.

TWM furniture may not be moved without the approval of your Event coordinator.

The use of outdoor ceremony runners is not permitted.

Taping or hanging items from the walls or ceiling is not permitted.

Taping of cords to floors is not permitted, including the use of gaffer's tape. Patron is responsible for any damage resulting to the facility or the premises from the use of such tape by Patron or Patron's vendors.

All signage must be approved by TWM and may only be displayed inside private party rooms. Signage is not permitted in the parking lot, front gates or fences, sidewalks or the front lawn.

All candles must be encased in glass.



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