

# LESNER INN

*Weddings • Events • Catering*

## Pricing Information

**Ceremony Fee \$1000:** The ceremony fee includes one additional hour of time for your event, the set up and breakdown of ceremony chairs, use of the white arch, and one hour of rehearsal. Rehearsal dates and times are not scheduled until the final meeting, which takes place two weeks out from the event date.

**Venue Fee \$18/person:** Our venue fee includes the use of the space for a three hour event, standard tables & chairs, china, glassware, flatware, and linens in a variety of colors. Additionally, there will be two hours for décor set up prior to the event start time, and one hour for clean up once the event has ended.

**Platinum Upgrade +\$12/person:** Our venue fee upgrade includes specialty napkins, specialty linens for guest tables & cake table, all table décor, centerpieces, table numbers, and available chargers.

**Time Extension:** \$750 venue fee for (1) hour. \$375 for 30 minutes.

**Time Extension with bar:** There will be a fee of \$5 per person per hour, and \$2.50 per person per half hour (coded as beverage)

**Plated Dinner Fee:** Should you desire more than one entrée selection, a nominal fee of \$20 per person will apply. A maximum of three entrée options are allowed, including dietary restricted items

**Bartender & Bars:** At least one bartender is required for every 75 guests. There is a fee of \$100 per bartender, which covers the length of the event. There is a \$50 fee for every additional bar set up.

**Chef Attendant:** A service fee of \$75 will be applied for every chef attendant needed for the length of meal service. One chef attendant is required for every 75 guests.

**Tastings:** Food tastings are available upon request at an average cost of \$30 per person plus tax. You may select four appetizers & three entrees for your private tasting. The full tasting fee will be charged for reservations that are rescheduled or cancelled with less than 24 hours' notice. The newlywed couple are offered a complimentary tasting.

**Contract Changes:** There will be a \$300 penalty fee for changes made to the contract and/or floor plan after the finalization meeting.

**Late Payment Fees:** Clients who make payments after their due date will obtain a penalty late fee of \$50 + \$10/per day that it is not submitted to Lesner Inn.

**Place Cards:** Lesner Inn requires clients to drop off their place cards, if they offer a plated meal, at the rehearsal or on the week of the wedding. If place cards do not match what the client is originally paying for, client will have to pay the difference. There will also be a penalty fee of \$300.

**Disposal Fee:** A minimum of \$250 will be applied for disposal of excessive trash, client décor, etc.

**Food/Beverage Minimum:** The food/beverage minimum is the amount that must be reached with all food & beverage additions before service charges & tax. The food/beverage minimum is reached by selecting menu items to equal or exceed the required minimum. The minimum varies based on month, day of the week, and time of day.

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**Service Charge:** A service charge of 20% will be applied to all food, beverage, goods & services.

**Tax:** All good and services are subject to a 6% sales tax. All food & beverage items are subject to an 11.5% sales tax

**Day of Event Changes:** A minimum fee of \$300 will be applied for any additional set up or modifications to the original contract or floor plan on the day of the event. Decisions to add or modify set up may be made solely by the site and/or booking contact.

**Damage Fees:** Any damages incurred will be added to the final bill of the party. This includes any damages to the rental space, bridal suite, and all properties belonging to Lesner Inn. Client is responsible for their guests' actions and any damages.

## VENDOR GUIDELINES

**Florist:** Please have your florist pick up all vases, stands, etc. immediately following your event. Lesner Inn is not responsible for removing, disposing, and/or storing any or all décor items. If you are purchasing or renting any vases or other equipment from a florist, you are responsible for taking all items with you immediately following the event. When decorating Lesner Inn arch, we ask the florist and/or decorators refrain from using tape or glue. Zip ties and/or pipe cleaners are preferred. Please make sure your florist comes prepared with all equipment they may need such as scissors, glue, white out, step ladders, etc.

**DJ and Bands:** Please have your DJ/ band come and view facility, if he/she has never been to Lesner Inn, so they will know where the DJ table and/or band set up area is located. We recommend giving your DJ/band a copy of your floor plan. If your DJ is providing your ceremony music for an event on the Sunset Deck, you will need to make sure your DJ has a 2nd system setup. This will allow all of your guests to hear the ceremony music outside on the Sunset Deck. During your reception, the 2nd system also allows for all guests outside on the Sunset Deck to hear any announcements begin made and music being played inside the Lesner Hall. If your band is providing the ceremony music please make sure they come prepared with extension cords, etc.

**Photographers:** Please have your photographer come and view the facility, if they have never been to Lesner Inn, so they will know the layout and lighting of the building. Please remind photographers that the grand staircase is common area and must be equally shared by the upstairs and downstairs groups. Photographers may not move any property items belonging to Lesner Inn such as furniture, tables, etc. during event.

**Bakery:** Please have your baker pick up all cake boards, cupcake stands, etc. immediately following your event if you do not plan to take the items with you. Lesner Inn is not responsible for removing, disposing, and/or storing any or all bakery items. If having an event on the Waterside Deck, check with your baker to confirm that the type and texture of your cake can withstand being outdoors for several hours.

**Decorator:** Please make sure your decorator comes prepared with all equipment they may need such as scissors, glue, and white out, step ladder, etc. Please remind decorator to remove all set up and décor items immediately following your event. Lesner Inn is not responsible for removing, disposing, and/or storing any or all décor items.