

Mohawk Falls

An Idyllic Event Venue
In Colebrook, NH

Located at 1478 Route 26, Colebrook, NH 03576

Mailing Address: Mohawk Falls, PO Box 145, Colebrook, NH 03576

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Platinum Rental Package ~ \$5800 (2021) \$6400 (2022) \$6900 (2023)

- ❖ All inclusive!
- ❖ Use of venue for Friday, Saturday or Sunday wedding, with half day before to set up and half day after to break down. Outdoor ceremony spaces & indoor reception space in pavilion.
- ❖ Access to rustic decorations for table décor (enough for 25 tables). Items include mason jars, log cross-section centerpiece bases, LED tea lights, assorted signs, sap buckets, etc.
- ❖ Minimum of 100 guests required. Bar must be open for alcohol sales. Standard bar menu.
- ❖ Includes use of up to 25 (five-foot) round tables that seat eight people, 8 (six-foot) rectangular tables and 200 folding chairs for indoor use.
- ❖ House sound system available for use for announcements or to play music on device.
- ❖ Features (optional) campfire & s'mores for wedding night, 8 p.m. – 11 p.m., managed by venue staff. We provide s'mores bar materials, you provide ingredients.
- ❖ Wooden arch framing waterfall available for ceremonies or photo opportunities.
- ❖ Staff available to help with set up and break down.

Gold Rental Package ~ \$600 (2021 & 2022) \$650 (2023)

- ❖ One-day venue use only, subject to availability, primarily Mon-Thurs. Includes use of pavilion and surrounding grounds. **Not available for weddings, sorry.**
- ❖ Available to local non-profits, schools or individuals for private functions such as proms, reunions, birthdays, annual meetings, funerals receptions, etc.
- ❖ Minimum of 50 guests required. Bar must be open for alcohol sales, (with school and morning events being the exceptions). Standard bar menu.
- ❖ Includes use of up to 25 (five-foot) round tables that seat eight people, 8 (six-foot) rectangular tables and 200 folding chairs for indoor use.

Available Add-Ons:

- ❖ + \$30 for Campfire (For Gold Rental Package)
- ❖ + \$90 for use of House Sound System (For Gold Rental Package)
- ❖ + \$100 for Tiki Bar set up for outdoor cocktail hour near gazebo. (Available for either rental package.)
- ❖ + \$1.50/Chair for white folding chairs to use outside at ceremony or other function. Set up and take down included. Up to 100 available. (Available for either rental package.)

Venue Features:

- ❖ Available mid-May to mid-October.
- ❖ 40' x 80' Post and Beam Pavilion for functions. Able to accommodate up to 200 guests (currently reduced to 148 for COVID-19 social distancing precautions). Heated, as needed.
- ❖ Ceremony sites—pond-side gazebo beneath evergreens with crushed rock walkway or Grand Lawn with Mohawk Falls waterfall and covered bridge in the background. (Open to other uses, as well.)
- ❖ Festive lighting in pavilion and gazebo
- ❖ Bar for guests to purchase drinks from. Bartender included.
- ❖ Parking area with parking directors included.
- ❖ Manicured lawns & gardens.
- ❖ Trash & recycling barrels & disposal
- ❖ Indoor restrooms
- ❖ Television and projector screen for slideshows & presentations
- ❖ Outdoor lawn game area and cocktail hour area.

Décor:

- ❖ Must be returned in same condition as received or client will be responsible for replacement of item or payment of value. Festive string lights are wrapped around the posts in the pavilion and globe string lights are strung on the gazebo.

25 Clear quart size mason jars with rims & lids



25 Rechargeable soft white tea lights



25 Wooden centerpiece slabs (Approx. 12" wide.)



Answers to Frequently Asked Questions:

- ❖ Property tours are highly recommended before booking, held on Sunday afternoons, by appointment. The venue is only open for public & private events, not daily. Tours are available when the venue is open, mid-May to mid-October. During the off season we recommend browsing our website's gallery and discussing any questions on a scheduled phone call.
- ❖ Options for nearby accommodations are listed for your convenience on our website, see VENDORS at www.mohawkfalls.com.

- ❖ Vendors are available for clients to book for services such as catering, linen rentals, tableware rentals, etc. See www.mohawkfalls.com for a comprehensive list. We do not offer on-site catering currently, as we do not have a kitchen available.

General Policies:

- ❖ Platinum Rental Package venue access times:
 - Friday access is 12-6 p.m. for set up, decorating and ceremony rehearsal, with the pavilion doors closing at 6 p.m. sharp. You may do outdoor rehearsals/set up until 8 p.m. when the gate will be closed. A beer & wine bar will be open, upon request, for drinks to be purchased during set up time. No outside alcohol allowed.
 - Saturday (Wedding Day) access start time is flexible based upon your needs, but no earlier than 8 a.m. End time is 11 p.m.
 - Sunday access is 8 a.m. – 12 p.m. sharp, to break down and remove any items you brought to the venue.
- ❖ Quiet hours start at 11:00 p.m., as per order of the town planning board. Any client/guests that do not abide by these times are subject to a \$300 excessive noise fee. We must respect our neighbors who enjoy the peace and quiet of the North Country.
- ❖ No swimming, boating or dogs are allowed at Mohawk Falls, as per insurance company mandates. We make an exception to allow dogs who belong to the bride and groom to be in the ceremony only. They must be on a leash and cleaned up after, and then depart after the ceremony.
- ❖ Guests are welcome to walk the woodland trails during daylight hours.
- ❖ At dusk, the footbridge and area beyond it are off limits for safety reasons.
- ❖ The covered bridge, and the stairs leading to it, are accessible for wedding party photos only, to be taken by contracted photographer.
- ❖ No open flames are allowed in the pavilion, per insurance requirements. There are great options available for battery operated candles that look very real and are a safer alternative.
- ❖ Smoking is allowed on the property at designated locations only. Guests are asked to kindly dispose of cigarettes in the receptacles provided.
- ❖ Any chairs rented from an off-site vendor will be set up by Mohawk Falls staff but take down and storage are the responsibility of the client.
- ❖ Please bring supplies to lightly attach decorations. No nails are allowed anywhere. We recommend string, zip ties and push pins.
- ❖ Your privacy is taken very seriously. Mohawk Falls will not share your event details with others unless we ask for permission to do so. Payment information is kept secure and never shared.
- ❖ Following your event, an assessment of any damages at the venue will be made. You will be responsible for any damages and billed within one week.

Food & Drink Policies: Safety is our primary concern and responsibility when serving alcohol.

- ❖ A licensed and insured caterer must be hired to handle all food service, including bussing of tables, rinsing of dishes, etc. It is the client's responsibility to request that the caterer familiarizes themselves with the venue prior to the event to ensure they understand and are comfortable with the facility. We do not have a prep kitchen but a guest refrigerator is available at the pavilion, if arrangements are made ahead of time.
- ❖ All food must be removed from reception area by the end of the event. Caterer and client are responsible for food clean up. Any food left at the venue will be discarded.

- ❖ We recommend rehearsal dinners take place off-site, as we do not offer catering services and the venue is generally decorated and set for the function at this time.
- ❖ “Potluck” meals will be allowed for clients who choose the Gold Rental Package only.
- ❖ An on-site bar is available for guests to purchase drinks from. Mohawk Falls provides all alcohol for functions at the venue. No outside alcohol (BYOB) may be brought into the premises, and no other alcohol service may be contracted.
- ❖ Picture ID’s will be checked for anyone who looks under the age of 30 and for others as needed. We will not tolerate adults providing alcohol to underage people.
- ❖ All alcohol must be consumed within the Mohawk Falls pavilion and designated outside areas. Any unfinished alcohol in opened bottles may not be removed from the premises.
- ❖ No beverages are allowed on the dance floor, stage or restrooms.
- ❖ Entertainers, employees, caterers and any additional vendors who are working at the event are prohibited by state law from consuming alcohol while working
- ❖ We will not serve anyone who is intoxicated or serve anyone to that point. If a guest has been discontinued service of alcohol, we will assist them in finding a safe way home.

Alcohol Options:

- ❖ As described in the bar menu, we offer beer, wine, cocktails and non-alcoholic cold bottled beverages. Beer is served in glass bottles. Wine and cocktails are served in plastic cups. If you desire hot beverages such as coffee or tea, or water service to fill glasses at tables, please contact your caterer to provide these services. You may bring in water to offer your guests as a complimentary drink, if desired.
- ❖ Individual guests may purchase drinks as they wish with cash (or credit cards). Prices on the menu include a 9% New Hampshire State Meals and Rooms tax.
- ❖ The pavilion bar set up and bartender is included with rental of the venue, though an additional fee is required for the outdoor tiki bar to be set up. The Tiki bar operates on cash and tabs. A limited menu is offered—2 beers, 2 wines and 2 cocktails that the client chooses from the menu.
- ❖ If you would like to cover one or two drinks per guest, you may purchase drink chips in advance, redeemable for any beverage on the menu. The cost is \$5 per chip, tax included, plus 20% gratuity. Any paid drinks must be purchased 2 weeks prior to the event date. Chips will be available at the start of your venue rental time. Please do not write on chips or apply any adhesive, as they are reused for other functions.
- ❖ Our version of “Open Bar” is as follows: The host/client pays for each drink served either for the entire function or just cocktail hour. A credit card number is required two weeks prior to the event. The amount due is shared with the client at the end of the event, at which time the client must pay the full amount due, plus 20% gratuity, either with the card on file, with cash, or a combination of both.
- ❖ We are happy to pour a toast for your guests! You may request any beverage for this option, subject to availability, but it must be the same beverage for all. An approximate 5 oz. pour will be served in appropriate plastic cups and/or flutes. We will deliver these toasts to your guests at a time you specify. The cost is \$4 per drink, tax included, plus 20% gratuity. Please contact us with your desired beverage, number of drinks, time to serve and payment at least two weeks prior to your event date. Custom beverages that are not on the menu are subject to a higher cost per drink.

Payment Terms:

- ❖ **Deposit & Payments:** One quarter of the amount of the rental package fee will be due in order to book the venue. The remaining balance will be split into three payments due every three months, with the final payment due 14 days prior to the event. Deposit and signed contract are required to secure your date. Gold Rental Package clients must pay the entire fee at time of booking. Please note that all payments are non-refundable.
- ❖ **Forms of acceptable payment:** We accept cash, check and all major credit cards (Visa, MasterCard, Discover & American Express).
- ❖ **Rescheduling/Cancellation Policy:**
 - For Platinum Rental Packages: Any event less than 1 year away that wishes to reschedule will be offered limited alternative dates with no penalty. A \$1000 rescheduling fee will be charged for any other dates, plus the difference of current rates. Any event beyond 1 year that wishes to reschedule will be offered limited alternative dates with no penalty. A \$500 rescheduling fee will be charged for any other dates, plus the difference of current rates.
 - For Gold Rental Packages: Any event less than 1 year away that wishes to reschedule will be offered limited alternative dates with no penalty. A \$300 rescheduling fee will be charged for any other dates, plus the difference of current rates. Any event beyond 1 year that wishes to reschedule will be offered limited alternative dates with no penalty. A \$200 rescheduling fee will be charged for any other dates, plus the difference of current rates.
 - If you choose to cancel your event completely, no refunds will be offered. Any payments made will be kept on file as a credit for one years' time towards the rebooking of an event. Rescheduling fees will still be charged, as listed above, upon rebooking.

Policies subject to change.