



The Bellows Walpole Inn

&

The Potato Barn
WALPOLE, NEW HAMPSHIRE



Deluxe Wedding Package

June - October \$6,500.00

January - May \$4,500.00

November - December \$4,500.00

Our deluxe wedding package includes the following:

- ☛ Use of our garden for an outdoor ceremony
- ☛ 60" round tables and chairs for reception
- ☛ Your choice of colored cloth napkins
- ☛ Use of catering kitchen in the Barn
- ☛ Two nights in our bridal suite
- ☛ 6-hour block from ceremony to reception
- ☛ Ivory table linens
- ☛ Use of the grounds for photography
- ☛ Cash bar with staffing

* Ceremony chairs not included

The Potato Barn can hold up to 160 guests. Our packages are standard for everyone, no matter how many guests you have. Pricing does not change if you do not take advantage of the offered items included.

✉ hospitality@bellowswalpoleinn.com

☎ (603)904-4022

297 Main Street, Walpole, NH 03608

Hold My Date

We will hold your date with a signed contract and a **non-refundable** deposit. The deposit is half of the package price of \$3,250.00. The remaining balance of \$3,250.00 is due 90 days before your event.

The Barn

Located in a beautiful pastoral setting sits our beautifully renovated Potato Barn. Built around the year 1880, the Potato Barn has lived a long and treasured living in the picturesque town of Walpole, NH. The Barn has been lovingly restored to modern-day elegance, but still boasts the historic charm it's had since it was built. Reclaimed wood creates the rustic ambiance of the facility, while each chandelier adds a touch of romance. Come, and gather up to 160 of your friends and family for an elegant formal affair or dig deep back to the roots of the Barn, for a country square dance. Whatever your vision, we are here to make your day everything you've always dreamed of.

Catering

We have a list of preferred caterers that we have worked with in the past, and whom we know and trust. If you would like to use someone who is not on the list, they must be licensed, insured, and approved by the Venue Coordinator. All catering vendors must show proof of insurance form prior to your event. Our recommended vendor selection can be found at the end of this packet.

Setting Up the Barn

The doors will be open to you at 9:00 am, the day of your event. We close the Barn 30 minutes from the end time of your contract. Any vendor deliveries and drop-offs are the Event Holder's responsibility. The Event Holder must schedule these within the hours given, as the Barn and the Inn office are not open 24/7.

For a special request for deliveries or drop-offs outside the hours of 9:00 am and the end of your event, you must get a written agreement signed by you and the Venue Coordinator.

You may decorate the beams and other wooden surfaces.

If schedules permit, we can arrange for set-up on Friday and clean up on Sunday.

ITEMS NOT ALLOWED INSIDE THE
BARN:

- Bubble machines
- Glitter
- Smoke machines
- Helium balloons
- Hay bales

ITEMS NOT ALLOWED ON THE
PROPERTY:

- Fireworks
- Sparklers
- Chinese lanterns
- Oil lanterns

ITEMS NOT ALLOWED ON THE
WALLS:

- Nails
- Tacks
- Staples
- Glue guns/hot glue

Cleaning Up Responsibilities

After your event, we kindly ask for you and your guests to ensure any occupied spaces are cleaned and reset as you once found them. Any trash from the Barn and the Inn needs to be bagged in black trash bags. On-site we have three standard-size dumpsters; please note: one is strictly for cardboard only. One dumpster is located at the Barn and the remaining two at the Inn.

As guests leave the following day it is the Event Holder's responsibility to clean up the Inn. We always express to our guests that the inn is "your home for the weekend". We ask that the Inn is respected, and no messes are left behind. Trash, empty bottles, remaining food not supplied by the Inn, cardboard, florals, or any remaining decor need to be removed and disposed of in the proper trash receptacles. Any moved furniture needs to be returned to its original home. Any personal belongings need to be removed from the property. Any excess trash, excluding trash in bathrooms, needs to be transferred to a black trash bag and disposed.

The day after your wedding reception, we ask the Event Holder to ensure the Barn is left in its original state the day before set-up. All decor, florals, cardboard, empty bottles, remaining food, and any belongings left behind need to be removed from the property. Floors need to be swept; our staff is happy to show you where cleaning items are stored at the Barn. This is the Event Holder's responsibility to ensure the fulfillment and the agreement of our signed cleaning contract.

To ensure our building's quality, we ask all Event Holders to provide us with a separate check of \$500.00 one day before your event. This is your cleaning deposit. After your event, a staff member will check all areas and confirm or note cleanliness or damages. If you fulfilled your cleaning requirements, this check will be returned or disposed of properly.

Bar & Alcohol Policy

There is no alcohol permitted on the property unless provided by The Bellows Walpole Inn. Alcoholic beverages will not be served to anyone who appears to be intoxicated or under the age of 21. No drinks are allowed in the restrooms. Should any of these New Hampshire Liquor Commission regulations be violated, there will

be an immediate cessation of alcoholic beverage service to all persons at the event. Bar service will close 30 minutes before the end of your reception.

OPEN BAR PRICING

Our bar services are provided by a professional and licensed company. They are happy to help and assist you with any bar questions or concerns. A contact email can be provided upon request.

ADDITIONAL BAR SET-UP

We will be happy to set up a bar for you in the breakfast room for a cocktail hour following the reception. Guests can enjoy our garden and porches during this timeframe. The additional fee for this is \$250.00. This fee is not built into the Deluxe Wedding Packet. A cocktail hour can also be held at our reception venue at no additional cost.

Beverage Selections

RUM & LIQUEURS

Bacardi
Baileys, Kahlua and Amaretto
Captain Morgan

VODKA & TEQUILA

Absolute
Sauza Gold
Tito's
Espolon

GIN & BOURBON

Jim Beam
Tanqueray
Maker's Mark

SCOTCH & WHISKEY

Dewars
Jack Daniels
JW Black
Jameson

BEER & WINE

Bud Light
Coors Light
Corona
Harpoon IPA
Hard Seltzer

Cider
Chardonnay
Pinot Grigio
Cabernet
Prosecco (upon request)

Bar Service Pricing

Subject to change due to outside bar services.

Soft drinks - \$2.00

Beer - \$5.00

Wine - \$6.00

Mixed drinks - \$8.00

Top shelf mixed drinks - \$10.00

All pricing includes the 9% NH meals tax. If the Event Holder chooses to run any tab, there is a 23% gratuity fee.

If additional beers or wine are ordered for your event, pricing may be adjusted due to cost. An updated beer and liquor list will be available for your viewing as your event date nears.

Ceremony Site

You are responsible for renting and stacking chairs after your ceremony. Our garden has been renovated for a beautiful outdoor ceremony site with a new pergola that has been erected with a view of the Vermont mountains. There is a short path from the garden down to the Barn, for easy access from ceremony to reception. In case of bad weather, the barn is your backup ceremony site. You do not have to use our ceremony site; however, we include it in our packages. Should you decide not to use our ceremony site, we do not offer a discount.

Pet Policy

The Potato Barn and The Inn or guest rooms do not allow animals unless they are licensed service animals. While your pet is on our property, you are responsible for your pet.

Lodging

If you would like to rent rooms at the Inn for your wedding, we have a few options for you to choose from. The 9th Room, our Bridal Suite, is complimentary to the Bride and Groom for two nights.

Room Block

We will block off your rooms at the time of your booking. Your guests must call the office at (603)904-4022 to complete a reservation.

We have eight guest rooms at \$200/night; each one comes with a queen size bed and private bath. These amounts do not include a 9% NH Rooms & Meals Tax, which will be collected at final payment. Detailed pricing available at request.

If you do not rent out the entire Inn, we will rent out the remaining rooms to guests outside your event. All Inn guests have equal rights to our facilities (excluding event spaces).

Rehearsal Dinner

Our Inn has two function rooms for rehearsal dinners. We have a gorgeous four-season porch that accommodates up to 40 people, and an elegant banquet room with a fireplace that accommodates up to 40 people.

There is a \$500.00 room fee for the porch or banquet room. This fee includes tables, chairs, napkins, a cash bar, and bar staffing. If you forego bar services, the fee for this space is \$350.00.

We have a separate liquor agreement that must be signed by the Event Holder. This contract needs to be signed with venue staff to hold your date.

What to Expect from Our Staff

Our Venue Coordinator liaises with the Bride and the Venue Staff only. We are there to make sure all basic venue facilities are available to you and your guests, as contractually agreed upon. We provide your tables and chairs at the Barn, but do not set up the tables or chairs. We are there to protect the interests of the Venue and to honor your contract. We will ensure all vendors are adhering to venue policies. Our staff will be there to set up the bar completely from start to finish. Our Venue Coordinator and staff are here to make sure everything is as contractually agreed upon.

If you would like a wedding planner for the day, *Hand in Hand Weddings* is available for \$650.00 for the day. For information on our wedding planner's services, please refer to the following section.

Please be advised these prices quoted are subject to change before a contract is signed.

THANK YOU FOR CONSIDERING HOSTING YOUR SPECIAL DAY WITH US!

SINCERELY,

THE STAFF AT THE BELLOWS WALPOLE INN/POTATO BARN



HELLO, MY NAME IS MALLORI BALLA.

Thank you for choosing me to help create and assist on your special day! Planning a wedding is a huge journey. I am so excited to be there with you every step of the way. Before we begin discussing this exciting time in your life, I would like to introduce myself; I have lived in and loved the town of Walpole, New Hampshire for over 9 years. I am a fully certified International Wedding & Event Coordinator; I strive in theme development and execution, budgeting, and orchestrating small moving parts to create a larger picture. I have worked in the “heart” of my town for the past 9 years; I’m so excited to be planning events in the town I truly love! I created Hand In Hand Weddings with the vision and dream of connecting with my clients and truly helping them every step of the way “hand in hand.” I strive to create unique, personal, and joyful celebrations you will remember and treasure for the rest of your lives. Planning a wedding or event is exciting, but it can also be a little overwhelming. That’s why I am here to guide you and to make the planning process as simple as possible.

I realize that this may be the first time you’ve worked with a professional planner. I’ve put together a simple package option to assist you on the road ahead. Here, you’ll find one package deal; additional services can be provided upon request.

DAY OF SERVICE:

- ☛ A complimentary consultation—ensure communication is clear about client’s wants and needs for the upcoming event
- ☛ Communication via phone, text, email, or Zoom (questions, comments, and advice)
- ☛ Creation of a master timeline for the day of the event—let’s keep you on track!
- ☛ Vendor management and communication
- ☛ Additional support; execution of decor, vendor set-up, etc.
- ☛ Answers to frequently asked questions

Pricing for the day of service is \$650.00. Personalized packages can be discussed upon request!

Please feel free to contact me with any questions or concerns as we move through the planning process together. You can reach me by phone at (603)762-7313 or email at 03608.weddings@gmail.com

Thank you again for choosing me and The Bellows Walpole Inn for this special day. I can’t wait to start our journey together!

*Sincerely,
Mallori Balla*

Recommended Vendors

THE HUNGRY DINER

9 Edwards Lan (Rt 12)
Walpole, NH
www.hungrydinerwalpole.com
(603) 756-3444

PHAT RACKS BBQ

Local Mobile Food Truck
Phatracksbbq@gmail.com
(603) 903-4041

LITTLE ZOE'S PIZZA

149 Emerald St
Keene, NH 03431
www.littlezoes.com
(603) 358-6001

KIRBY'S Q

163 River Road
Alstead, NH 03602
<https://www.facebook.com/kirbysq>
(603) 835-8151

TOP OF THE HILL GRILL

632 Putney Rd
Brattleboro, VT 05301
www.topofthehillgrill.com
(802) 258-9178

FREE RANGE CHICK CATERING

Keene, NH 03431
(603) 209-4248

PAPAGALLOS RESTAURANT

9 Monadnock Hwy
Swanzy, NH 03446
www.papagallos.com
(603) 352-9400

LUCA'S MEDITERRANEAN CAFE

10 Central Square
Keene, NH 03431
(603) 358-3335