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Dear Patron,

Your guests wedding day is fast approaching and it is time to be mindful of some important details regarding this very important day. As our valued vendor we would like to remind you of some important policies that will keep you informed and help insure that our guests have the most pleasant experience possible during their upcoming event.

While we prepare hundreds of weddings each year, it is each clients wedding that will carry home irreplaceable memories. We take these responsibilities very seriously and have great respect for you and our guests. In our efforts to eliminate any possible confusion and make our guest event memorable please be aware of the following policies that contribute to making each event enjoyable.

Sales Staff: There sometimes is confusion about the sales representative that the client has been working with prior to the event (who is not a personal wedding coordinator or planner), this person may or may not be present for our guests event. There will be service staff and management on premise to assist with any needs or questions that may arise at the time of the event. Please direct your questions and concerns to the banquet captain assigned to the event or the floor manager on duty.

Entertainers and Vendors: All entertainers and vendors are required to set up one hour before the scheduled time of the event to prevent any disruption of any guest. All equipment must be removed from the premise prior to the contracted conclusion of the event. Please contact the Briarhurst Manor sales office to confirm the guest contracted conclusion of event. Entertainers must be approved by Briarhurst Manor. Entertainers are not permitted food and beverage without Client(s) permission. The Entertainers House Policy also addresses technical sound decibel levels that are in the accordance to Manitou Springs outdoor sound ordinance. All entertainers that are set up outside the building are expected to take a break at 9:50 PM and move inside the manor to continue the festivities. The sound ordinance in Manitou Springs does not permit loud music to be played outdoors past 10:00 PM.

Changing Rooms: Briarhurst Manor will provide bathroom space for our brides to change into your dress prior to your ceremony. Please remember that this is a changing room and not a bridal suite. All articles must be removed from the bathroom before the ceremony and pictures begin, for these restrooms are also available for the use of your guests.

Food and Party Favors: Briarhurst Manor is the exclusive cater for your event, no food or beverage of any kind from being brought on the premises except by an approved vendor. If you would like to have special party favors or treats for yourself or other guest that is not a part of our menu(s), please communicate your desires to the sales staff. We will do our best to communicate your desires with our chef to make our guests event a very special one. No food or beverage of any kind may be brought on to the premise i.e.; soft drinks, punch, home made cakes, edible favors, sandwiches and fast food. You may be asked to remove any items that fit such descriptions.

Space Policy: Please understand that unless the entire facility is reserved for this event there will be regular restaurant dining or another event taking place at the same time as your guests event. The reserved space will be available at the agreed time, but may be contracted by another party and in use before or after the event. Access to the reserved space for decoration and setup prior to the event time is subject to availability. It is important stay within your clients reserved space. We have reserved our clients area for your exclusive use and the space is intended to meet all of your needs. Other guest may have reserved space for their

Page 1

Untitled

needs, please remain in you exclusive area. The house has a small foyer and the hallways can easily become congested, please stay within your reserved space. The foyer and common areas are reserved for our individual dinners; please respect their space and their privacy. Common areas should not be used for waiting areas or gatherings for you and your client or clients guests.

Pets: Pets are not permitted on premise without written consent, at which time all pets must be kept outside on a leash or in a kennel. At no time may pets be allowed into the building unless the pet is a registered guide animal for the blind.

Photographs: We want you to enjoy and utilize the great photo opportunities that the Old Manor offers and take many photographs for your clients memories. Out of respect for our other guest enjoying their evening, we ask you to please remind your client that the Old Manor is open to the public at 5:00 PM for dining. We ask that all photos are completed inside the Old Manor (ex: front foyer, grand stair case, and doorways) by 4:45 PM so we do not interrupt other guest from their special dining experience.

Decorations & Lighting: You may add personal floral, design, decorations, embellishments, china and glassware which will be accomplished and removed during the contracted time frame.

Nothing may be attached to the walls, woodwork or any permanent structure, indoor or out. NO

LADDERS or other devices for climbing are permitted for the use of clients(s) and guests, or

brought on to the premises. No nails, screws, hooks, staples, or other fasteners such as tape may be used to attach any object to walls, windows, gazebos, or other structures. No open flames may be used without a covering, such as candles, oil lamps, sparklers, etc. without written permission from the management. There will be a charge of \$50.00/hour per employee at a one-hour minimum charge if Briarhurst Manor employees are required to provide assistance with placing, removing, cleaning and packaging décor and other items. Repair of any discoloration or damage to flooring, walls, furniture, fabrics, carpeting or other surfaces as a result of using the above items will be charged to you. No glitter, paper confetti, rice, birdseed, metallic theme shapes, silly string, artificial flower petals (outside), etc may be used or a minimum \$200.00 additional clean up fee may be billed to you and your company.

Overtime: All personal articles, guests, vendors and vendor equipment must be removed from the premise at the contracted time of the conclusion of this event. If parties wish to stay beyond the contracted conclusion time however, overtime charges of \$500.00 per half hour (for any portion of a half hour) will be billed to the client(s) ,vendor.

We thank you for choosing and trusting the Briarhurst Manor for your and your clients special occasion. Each member of our staff is looking forward to making your event a most special and

memorable event. It is our desire to help you build extraordinary memories for you and your clients very special day at a very special place. Please feel free to call or write us if you have any questions or suggestions.

Best regards, Ken Healey
President, Briarhurst Manor Estate

Please Return A Signed Agreement to the Briarhurst Manor Accepting and Acknowledging the above mentioned policies.

Signature(s) _____

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Company Name _____ Date _____

Last Name, Day and Date of Clients Event _____

Please Print Name of Consenting Signature (s)