



Thank you for inquiring about hosting your event at Grace. We are excited about the opportunity to help you plan your event. The enclosed material will give you a better picture of our services. Our personalized options will help you make your event unforgettable.

Venue Capacity

Seated: 350

Seating: At Grace our venue fee does not fluctuate based on guest count. We do, however charge for additional tables and chairs needed for groups over 150. If additional rentals are needed you are required to rent them through Grace. Rental information and payment is required 2 weeks prior to event date.

Our venue fee includes for up 150 all that is listed below:

Rental Includes

15 Round Tables

15 Round up-graded linens (have some colors to choose from)

Linen napkins (choice of color)

150 White Chiavari Chairs

Gift table with linen

Cake table with linen

15 Centerpieces, if you would like to use (no discount if they are not used)

Food table with linens

Up lights that can change to any color, dance floor lights & floor GOBO with your initials.

Set up, break down and clean up.

One site visit is included in package after booking your event date to finalize décor.

Facility Rental Pricing

Monday-Thursday	\$ 300.00	Per Hour*
Friday	\$1,800.00	5 Hour Rental
Saturday	\$2,800.00	5 Hour Rental
Sunday	\$1,500.00	5 Hour Rental **

*Weekday rental has a minimum of 4 hours rental.

**Note: Any holiday or day before a holiday, that falls on a weekday will be subject to the Saturday pricing of \$2800.00

Also, holiday Sundays will be subject the Saturday price of \$2800.00

Deposit and Payment Terms

- A 60% non-refundable deposit and signed contract are due at the time of booking.
- The Client must be 21 or older to be contracted for any event.
- The remaining balance is due 14 days prior to the event date.
- If event is not paid in full prior to event date, Grace reserves the right to cancel the event.
- Confirmation of the final guaranteed number of guests must be given to Grace at least 14 days prior to the event date. Changes will be based on the number of guaranteed or the actual number in attendance, whichever is greater. If there are more than the guaranteed numbers of guests at the function, it is highly likely we will be short on seats, beverages and food.
- Grace accepts check, credit card and cash. Please make checks payable to Grace Wedding & Event Center.

- In order to accept check payments, Grace must obtain a valid copy of the client's driver's license, as well as a valid credit card. In the event a check is returned, the client's credit card will be charged the outstanding balance and a \$45.00 returned check fee.
- In order to accept credit card payments, Grace must obtain a valid copy of the client's driver's license with a current address.

Cancellation

- Under no circumstances will the deposit be refunded in the event of a cancellation.
- By signing the contract, full responsibility for the balance is uncured as well as complete understanding that any amount paid on this account will be held to the cancellation policy.

Damage Deposit

- A \$500 cash damage deposit is due 2 weeks prior to the event date. Also, a credit card number is required to be kept on file in case damages exceed \$500. If no damages occur the money will be returned within 30 days of your event date.
- The Event Host agrees to be responsible for any damages, repairs or injuries
- **YOUR EVENT WILL NOT TAKE PLACE UNLESS THIS IS PAID!**

Security

- Grace Wedding & Event Center reserves the right to require additional security if deemed necessary.
- Security is responsible for safety of guests entering and leaving the building. This is non-negotiable unless otherwise arranged with Grace.
- If alcohol is being served Grace reserves the right to require an off duty police officer for your event. The police officer must be arranged through Grace. They require a minimum of 4hrs at \$25/hr.

Food/Catering

- **Absolutely no outside food/catering allowed. You must use our in house catering company.**
- **A 50% deposit is required for the catering once the menu is set.**
- Wedding cakes/cupcakes are allowed from outside vendor.

Alcohol

- Grace holds necessary ABC permits for liquor, beer and fortified wine.
- **By law, no outside alcohol is permitted**
- Grace will not tolerate excessive alcohol consumption on our property. Management and bartenders reserve the right to deny serving anyone who is intoxicated.
- No person shall bring alcoholic beverages onto our property. Violation of the policy will result in immediate expulsion of the perpetrator. No alcoholic beverages shall be served to anyone under the age of 21 years. It is the host's responsibility to ensure all participants of the group are of legal drinking age if alcoholic beverages are served.
- Grace Bartender reserves the right to request identification prior to serving alcoholic beverages.
- We are not responsible for any guests that leave the property intoxicated.
- False identification will be retained and submitted to law enforcement officials.
- **Bar Service ends at 10:30 pm or at the end of your allotted time of the bar package.**

Equipment/Rental Detail

- Rentals of tables, chairs, linens, etc. are provided through Grace exclusively. In signing this document you are stating that you understand that all tables, chairs, linens, etc. are rented through Grace only.
- It is your responsibility to ensure that all rental items are treated with care. Damage to these items will result in a reduction of the damage deposit.
- Rental information is due two weeks prior to the event. Final payment on these will also be due 2 weeks prior. If items are needed the day of the event, and are available, they will be added to your rental invoice.
- There is no refund for unused rental items.
- Grace is not responsible for any left/ lost /stolen property/equipment used by the client or their vendors.
- Grace tries to note any damages or loss of equipment on the day of the event, however, some things may not be noticed for hours or days after the event ends. You will be notified immediately after damages are reported to management.
- Charges for damages or loss may include cost to replace the item if it is damaged beyond repair or lost.

- The client is responsible for any damages to rentals that may have been caused by any vendor or guest.

Items For Rent

- Five Foot Round Tables-\$15 each
- Eight Foot Banquet Tables-\$14 each
- Six Foot Banquet Tables-\$12 each
- White Chiavari Chairs-\$8 each
- Sashes-\$2 each
- Centerpieces-\$20 each
- Table Linens-\$15 each
- Linen Napkins-\$.50 each
- Other items may be available upon request

Music and Entertainment

- Entertainment must be approved in advance and must comply with all applicable rules, regulations and ordinances. **All music must end by 10:30** due to noise ordinance in the city.
- **No profanity. Only clean radio edited versions are allowed. You will be asked to shut it down and you will forfeit your deposit.**
- All doors must remain closed as long as music is being played inside the building.
- Compliance to these rules are mandatory and any violation will result in a loss of your damage deposit.

Ceremony/Rehearsal

- At Grace, you can choose to do your ceremony here as well. The ceremony cost is \$500 and includes the use of the bridal suite and a one hour rehearsal time.
- **As the bride you have access to Grace 3 hours prior to event start time. Other guests may not arrive prior to 30 minutes before start of ceremony. We will not allow other guests to come in earlier than 30 minutes prior due to safety and flow. Our staff and the vendors are using that time prior to the event to finish setup and last minute details.**
- As part of your ceremony you are allowed a one hour rehearsal within one week of the event date. Rehearsals are to start no later than 6:00 pm. The building will be open for one hour only. This must be scheduled with Grace. If you go over the hour then you will be charged \$250 for that extra hour.

- You will not be allowed to drop items off at that time without prior approval from Grace event staff. Also, you will not be allowed to do any setup at that time either without prior approval from Grace event staff.

Client, Guest & Vendor Behavior

- Clients, guests and vendors are expected to treat the staff, building, fixtures, furniture, furnishings, equipment, etc. with respect and care.
- While we understand that the client cannot always be aware of guest or vendor behavior, the client will ultimately be held responsible and we expect that they inform all staff of wrong behavior.
- **Children. Parents are expected to monitor their children's behavior and appropriately intervene to prevent danger to the child, other guests, the building and its content. No running or playing is allowed on the property. We are a wedding venue not a babysitting service.**
- All clients, guests and vendors are expected to comply with the requests of the staff at Grace. Grace assumes no responsibility for the actions of clients, guests or vendors. Grace reserves the right to dismiss or refuse service to anyone at any time.

Vendors & Insurance Requirements

- Grace accepts no responsibility or liability resulting from non-performance on the part of any vendor chosen by the client.
- All vendors must be self-insured and provide a certificate of insurance naming Grace Wedding & Event Center, LLC as additional insured on their policy.
- You must provide a list of all vendors providing services at Grace 30 days prior to your event.

Setup, Breakdown & Cleanup

- Setup of tables and chairs is handled by the Grace staff. This service is included in the table and chair rental fee. If the client rents additional chairs, the rental price of the chairs is \$8.00 each with setup included.

- Tables will be set out by Grace for the reception. It is up to the client to supply a layout prior to the event. We will break down the tables and chairs after the event. **A \$500 flip fee will be charged if we need to change the room over from ceremony to reception.**
- Any décor that is brought in by client is not permitted on the property until event date. Also, all décor brought by client has to be removed that night. Grace is not responsible for any items left.
- As part of your venue rental, the Grace staff provides normal cleanup of the venue. Any mess above and beyond what would be normal will incur a cleanup fee. Body fluids including blood, urine or vomit are considered potentially contaminated with germs. Therefore these must be reported immediately. If we have to clean up vomit, urine or blood from a fight your entire damage deposit will be lost. Unreported incidents will also result in a complete loss of your damage deposit. You are responsible for the behavior of your guests.

Parking

- Designated parking areas are provided by Grace and are part of your rental. You have use of the parking lot in front, to the side and across the street from Grace. Posted signs will be put out to ensure the right parking lots are used.

Photography

- Grace reserves the right to use any images from the event for promotional usage including but not limited to display, advertisements, website, Facebook, etc.

Smoking

- No smoking or vaping is allowed inside the building at any time. Ashtrays are provided along the perimeter of the building. We believe in a trash free facility and that includes cigarette butts. If we have to clean up cigarette butts from your guests, the damage deposit will be reduced for clean up fees.

Decorations

- **Fireworks, balloon releases, confetti, confetti poppers, glitter, bird seed or any type of material that will create a mess is not allowed at Grace. We suggest that you use bubbles or sparklers.**

- 3M hangers are the preferred method to hang and attach décor to Grace. Nails or screws are not allowed at any time. Thumb tacks may be used in some areas with permission.
- Candles are allowed but must be enclosed in a glass candle holder.



Date of Event:.....**Type of Event:**.....

Guest Arrival Time:.....**Ending Time:**.....**Guests #:**.....

Name:.....

Group or Business Name:.....

Address:.....

City:.....**State:**.....**Zip:**.....

E-mail:.....

Day Phone:.....**Alternative Phone:**.....

Deposit Amount (60% of Venue rental)Paid:.....On(Date):..... Balance Due 2 weeks prior to the event

I,, hereby agree that I have read, understand and agree to the policy's and guidelines of Grace Wedding & Event Center including but not limited to, requirements, restrictions, insurance requirements, pricing and rental detail. I understand the payment terms, the amount and due date of final balances. Payment is accepted in the form of personal check, cashier's check and credit card. Grace reserves the right to terminate contract at any time for any reason with a full refund issued to the client. Grace is released of its obligation to perform this agreement in the event of causes beyond reasonable control. Such as flooding, inclement weather, governmental restrictions, regulations, judicial orders, fire or casualty.

Please initial all pages excluding the catering menu pages, sign last page and include all when returning to Grace. You must also include bottom page with credit card info. This is retained as part of the damage deposit. If you do not fill it out the contract will not be valid.

Please make checks payable to Grace Wedding & Event Center. PO Box 791 Cornelius, NC 28031.

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Signature of host

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Signature of Grace Manager

Date:

Date:

Credit card payment/Card to be kept on file--Please fill in the following:

Card holders name:

Address: Expiration:

.....

3 Digits on the back of the card:

Card number:

Amount being paid today: \$.....

CATERING

Appetizers / Hors D ‘Oeuvres 3 choices \$3.95pp-Passed

<p style="text-align: center;">Chicken</p> <p>Baked puffs with creamy chicken salad</p> <ul style="list-style-type: none"> <input type="checkbox"/> Chicken Sate Skewers with a Thai <input type="checkbox"/> Peanut sauce Gingered Chicken Pot Stickers <input type="checkbox"/> Buffalo Style or Teriyaki style Chicken <input type="checkbox"/> Wings Curried Chicken Salad with grapes on a <input type="checkbox"/> Crispy Pita Chip 	<p style="text-align: center;">Fruit and dips</p> <ul style="list-style-type: none"> • Fruit Kabobs • Fruit tray- variety of seasonal fruit • Praline Dip w/sliced apples • Chocolate covered strawberries <input type="checkbox"/> Sopapilla Chips Served with Fruit Salsa • Strawberries Stuffed with Cream Cheese Filling
<ul style="list-style-type: none"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <p style="text-align: center;">Beef & Pork</p> <ul style="list-style-type: none"> Meatballs <input type="checkbox"/> Party Ham Sandwiches <input type="checkbox"/> Marinated Tenderloin w/Horseradish Cream and Crostini Bread Sausage & Cheese wonton cups Mini Roast Beef Rolls-ups 	<p style="text-align: center;">Vegetables, Trays & Dips</p> <ul style="list-style-type: none"> • Vegetable tray • Hot Spinach & Artichoke Wonton Cups • Stuffed Pea Pods • Herb or Italian Stuffed Mushrooms • Assorted Mini Quiches • Bruschetta: Baguette Bread topped w/ goat cheese and marinated vegetables

Seafood: add \$1pp

- ☐ Cold Boiled Shrimp
- ☐ Bacon Wrapped Scallops
- ☐ Crab Rangoon Crab Cakes w/ Spicy Remoulade Sauce
- ☐ Mini shrimp wonton cups

Cheese & Dips

- Pesto Sun Dried Tomato Torte w/Crackers
- Marinated Cheese w/Crackers
- Cheese tray

Dinner

***\$14.95** Includes Choice of one Salad, Choice of Two Sides, One meat entrée, Dinner Rolls, Water and Sweet Tea

***\$18.95** Includes Choice of one Salad, Choice of Two Sides, Two meat entrees, Dinner Rolls, Water and Sweet Tea

Salad

Italian Salad: Bed of lettuce served with sliced red onion, pepperoncini's, tomato and topped with Gorgonzola cheese served with an Italian Chateau dressing.

Strawberry Salad: Mesclun greens, sliced strawberries, toasted pecans & topped with feta cheese, served with a Balsamic Vinaigrette dressing.

Fall Salad: Mesclun greens, diced apples, dried cranberries, toasted pecans and topped with Gorgonzola cheese, served with a Balsamic Vinaigrette dressing.

Garden Salad: Bed of lettuce served with tomato, cucumber, sliced red onion, croutons, served with choice of dressing.

Chef Salad: Bed of lettuce served with tomato, cucumber, sliced red onion, sliced ham, cheddar cheese, boiled egg, and croutons, served with choice of dressing.

Caesar Salad: Bed of romaine sprinkled Served with parmesan cheese and croutons and topped with Caesar dressing.

Spinach Salad: Bed of baby spinach, mushrooms, bacon, purple onions, cherry tomatoes, eggs and house dressing.

Entrée Choices:

Chicken

- Chicken Picatta
- Parmesan Crusted Chicken w/Sage Butter Cream Sauce
- Chicken Saltimbocca
- Chicken Pesto Roulade
- Chicken Marsala
- Seasoned Chicken W/Goat Cheese and Sun Dried Tomato
- Curry Grilled Chicken: Marinated chicken breasts w/sweet and mild curry and tomato
- Signature Chicken: A variety of leg, thigh, and breast meat grilled w/ oil base marinade

Beef

- Grilled Flank Steak w/Portabella Mushrooms
- Beef Stroganoff
- Veal Scaloppini w/ Stuffed Shells

Pork

- Pork BBQ
- Pork Loin w/ Raisin Sauce □ Grilled Chili Maple Glazed Pork Medallion w/Papaya Salsa

Seafood

- Shrimp Creole
- Crab cake topped with a Remoulade cream sauce

Side Dishes

Gourmet Potatoes: Shredded potatoes baked-served w/ cheddar cheese, sour cream & onion

Garlic Smashed Potatoes: Red potatoes smashed Served with garlic, parsley, butter and cream

Roasted Red Potatoes: Grilled red potatoes marinated in spices

Baked Potato: Served with butter, optional sour cream, fresh green onions

Mashed Potato Bar: Served with shredded cheese, sour cream and bacon bits

Sweet Potato Bar: Served with brown sugar, cinnamon & butterballs

Penne Pasta: Served with Marinara and Alfredo sauce

| Potato Tomato Rosemary Gratin | Rice Pilaf | Baked Corn |
Steamed Broccoli | French Amandine Green Beans | Creamed Spinach |
Asian Green Beans | Sugar Snap Peas | Baked Macaroni & Cheese
Spinach Balls | Italian Vegetables | Coleslaw | Pasta Salad | Julienned
Vegetable Sauté | Carolina Sweet Beans | Potato Salad

Carving Stations

Beef Tenderloin.....\$7.95 p/p
Marinated beef tenderloin served w/ horseradish sauce, Dijon mustard and rolls

Roast Beef.....\$6.25 p/p
Roast beef served w/horseradish sauce, Dijon mustard, mayonnaise, and rolls

Ham.....\$5.25 p/p
Ham served w/walnut butter, mustard, and biscuits

Pork Tenderloin.....\$5.25 p/p
Roasted Pork served with butter and rolls

Turkey.....\$6.25 p/p
Roasted turkey served w/cranberry sauce, Dijon mustard, and rolls

Pastas

Includes Salad, Dinner Rolls, Water and Sweet Tea

Pasta Station: Italian Salad, bread, Penne Pasta, sliced grilled chicken, Marinara & Alfredo sauce, parmesan cheese- Includes sweet tea and water.....	\$11.95 pp
Lasagna	\$11.95pp
Pepperoni Spaghetti	\$11.95pp
Lasagna w/ Meat Sauce	\$11.95pp
Baked Ziti	\$11.95pp

Place Settings

*Real	\$2.95/person
Real plates, flatware, water goblet, salt and pepper shakers (Included in Dinner Price)	
Wine/Champagne Glasses	\$.50 Each

Beverages

Gallon Sweet Tea (serves 15).....	\$7.50
Gallon Unsweet Tea (serves 15).....	\$7.50
Gallon Wedding Punch – carbonated.....	\$11.50
Canned Soft Drinks.....	\$ 1.00
Coke, Diet Coke, Sprite, Pepsi, Diet Pepsi, Lipton Tea, Ginger Ale, Dr. Pepper, Mt Dew	
Bottled Water.....	\$1.00
Coffee (Served with sugar packets, creamer, stir sticks).....	\$1.50

Beverage Packages

Package 1: Non-Alcoholic

Includes: Soft Drinks and Bottled water

- 2 hours: \$2.95 per person
3 hours: \$3.95 per person 4 hours: \$4.95 per person

Package 2: Beer & Wine

Includes: Beer, Wine, soft drinks and bottled water

- 2 hours: \$13.00 per person
3 hours: \$15.00 per person 4 hours: \$18.00 per person

Package 3: Beer, Wine & House Liquor

Includes: Beer, Wine, House Liquor, soft drinks and bottled water

- 2 hours: \$ 15.00 per person
3 hours: \$ 20.00 per person 4 hours: \$ 25.00 per person

Package 4: Beer, Wine & Liquor

Includes: Beer, Wine, Liquor, soft drinks and bottled water

- 2 hours: \$ 20.00 per person
3 hours: \$ 25.00 per person 4 hours: \$ 30.00 per person

Cash Bar: Domestic Beer \$3, Import Beer \$4, Wine \$5, Soft Drinks \$1.00,
Bottled Water \$1.00, Liquor drinks: \$6 & \$7

A 20% service charge will be added to all beverage packages except for cash bars. We require 1 bartender per every 75 guests(includes 1 hour set up, serving time and 1 hour break down).

Service

Servers (4 Hr Min).....\$18.00Hr/server
Bartenders (4 Hr Min).....\$20.00 Hr/Bartender

We accept Company Checks, Cash, Visa, and Master Card. All final invoices will be assessed with 7.25% sales tax and 20% service fee.

**There is no tax or service fee charged on the space rental fee.

We require a 50% deposit for the catering along with the 60% deposit for the venue.

We will be glad to customize food requests for your event. Please call for an appointment.

Thank you for choosing



Office: 704.761.8111 Cell: 704.526.9651