



Belvoir Winery

H I S T O R I C W E D D I N G V E N U E

Thank you for considering Belvoir Winery as your wedding and reception venue! We are excited about this collaboration and want to take a moment to personally thank you for considering us for such a special event. This packet is designed to provide information about expectations on working with Belvoir for your wedding ceremony and reception. Please take time to review this packet carefully so that you will be more familiar with everything the rental includes. If you have any questions, please contact us at any time.

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Wedding Ceremony & Reception Rental

INCLUDES:

- Exclusive use of the 2nd Floor starting at 11am or Noon on Sunday events
- Set up and tear down of the Ceremony & Reception Space
- 1-hour Ceremony Rehearsal at mutually agreed upon time the day before.
- On site staff to facilitate vendors & answer questions.
- Outdoor Ceremony Location at an Italian Marble Gazebo & Fountain
- On site parking for 275+
- Ability to bring in your own vendors
- Final meeting and walk-thru 30 days prior to wedding
- Creation of layouts and day of timeline
- 200 acres of the property to use for photos
- Climate controlled event spaces
- Five overnight rooms for the night of wedding. Including tour 1500 square foot Bridal Salon and four additional queen suites
- Indoor ceremony space in case of Inclement Weather
- Two wedding prep salons for the entire wedding party
- Complimentary Mimosas on the morning of wedding day
- Access to private bar on 2nd floor
- Access to Catering Prep Space
- Bartending staff for wedding reception
- Multiple 60" round tables, 6' and 8' banquet table for use
- Black or white linen option
- Sound equipment with microphones
- Multiple Cash and Open Bar Options
- On site event coordination packages available
- Flexible payment plans

The Inn at Belvoir Winery

OVERNIGHT ACCOMODATIONS

Historically used as classroom spaces, the exquisitely renovated Third Floor is now home to The Inn at Belvoir Winery. Accessible by elevator and the main staircase, one Bridal Suite and 8 additional suite-style guestrooms may be added for guests the night of the wedding.

The Bridal Suite features a King size bed, large living/entertainment area, and a dining table with seating for 10. Each of the other guest suites feature a Queen size bed with a separate social seating area, and all rooms have an attached private bathroom.

In each beautifully appointed room, you will find all the modern conveniences of a hotel, with the charm of a bed & breakfast, nestled amongst the historic allure of our building.



Accessibility

Handicap access is located behind the building via the Inn entrance. The parking lot has 80 parking spots. Parking may continue around the building on asphalt, or on the grass behind the building.

Alcohol

Alcoholic beverages must be purchased & served by Belvoir Winery. Our 8 wines, beer & liquor are available. We provide the beverage glassware. Beverage options can be arranged however the host would prefer, including a cash bar, host-provided bar, open bar, or mixture of previous options. An automatic gratuity of 18% applies. The bar will conclude at 10:30pm for October through April rentals & 11:30pm for May through September rentals. See the bar selections page for more information.

Salon Preparation Rooms

The Salons are available at 11:00am the day of the wedding (12:00pm for Sunday rentals). These rooms have keyless entry, TV with cable, restrooms, seating for your wedding party & closet space, The Salon #1 also has 4 vanity areas for hair & makeup.

Catering

Any licensed caterer is welcome to serve your reception. The event coordinator can provide recommendations if needed. We have a catering prep space on the second floor along with water & ice available on-site.

Ceremony

Weddings are held at the white marble gazebo or in the front lawn. Weddings begin at 5:00pm and end by 11pm, you will have 1 hour to clean and exit the 2nd floor. For gazebo ceremonies, our staff will reroute traffic for 30 minutes. A microphone, speakers, and extension cords can be provided from the fountain area. We also have a 6-passenger golf cart to transport guests to the ceremony as needed.

Chairs, Tables & Tablecloths

Set up and removal of the tables, chairs and linens is included. Belvoir provides white Chivari chairs for guest seating. Round tables are 60 inches in diameter, seating 8-10 guests per table with black floor-length tablecloths. Rectangular tables are available in 8-foot & 6-foot sizes in limited quantity. Cocktail height tables are also available.

Damages

The customer is responsible for all damages, except normal wear and tear as outlined in the contract. The client will be informed of any damages after the reception.

Decorations

The Client provides all decorations & setup of décor. No tape, tacks, nails or semi-permanent or permanent fastening may be used on any drywall, ceilings, or floor at our venue.

Fireworks, Candles & Decor

Fireworks are allowed with a license. Candles are permitted if the candle is floating in water or enclosed. Sparklers are permitted outdoors if sand or water buckets are provided to dispose of the used sparklers. The following are NOT permitted: fake/silk flower petals (outdoors), rice, paper or metallic confetti, confetti pops, table scatter confetti, fake snow, taper candles, fireworks, Chinese paper lanterns, feather boas, glitter, powder glitter, etc.

Internet

Wi-Fi is available throughout the winery.

Lodging

The Inn at Belvoir is located on the third floor of the winery, with five rooms including the Bridal Suite are included with the wedding package. There are four additional rooms available to reserve.

Music

Any musical professional is welcome, both DJs and live musicians.

Reception

Receptions are held in the Grand Ballroom on the second floor. Rentals have from 5:00pm until 12:00am. Please note, first floor private events may continue until 8pm on wedding nights. You will have a private floor.

Smoking Policy

Belvoir Winery is a non-smoking facility. A smoking area is provided outside the building on the first floor.

How to Reserve your Wedding & Reception with Belvoir

To reserve a wedding date, both a signed contract and a non-refundable payment of half the rental fee are required. 60 days prior to the event, any remaining balances are due. Along with a \$500 security deposit (refundable 30 days after the wedding if there are no damages, pending bar payments and your party is out by the finish time)

Soft Holds

We know how stressful venue shopping can be, we are here to help. Belvoir offers a 7 day hold on your potential wedding date while you finish getting details together. This way you don't have to stress about losing your date. You can choose a date to hold on your wedding tour with us or send us an email with your date!

2023 WEDDING RENTAL COSTS

*May, June, September and October
Saturdays:*

\$7,500 Subtotal
\$8,163.75 Total with tax
(\$3,750) \$4,081.88 Deposit

*May, June, September and October
Fridays & Sundays:*

\$7,000.00 Subtotal
7,619.50 Total with tax
(\$3,500) 3,809.75 Deposit

*November December, January, March, April, July and August
Saturdays:*

\$6,500.00 Subtotal
\$7,075.25 Total with Tax
(\$3,250) \$3,537.62 Deposit

*November, December, January, March April, July and August
Fridays & Sundays:*

\$6,000 Subtotal
\$6,531.00 Total with Tax
(\$3000) \$3,265.50 Deposit

*YEAR ROUND
Monday through Thursday:*

\$4,500 Subtotal
\$4,898.25 Total with Tax
(\$2,250) \$2,449.12 Deposit

Bar Packages

We have created a variety of beverage options to fit your style & budget. For your convenience, bartenders are included in the rental rate to serve your guests throughout the duration of the event. All alcoholic beverages must be purchased through Belvoir Winery & served by our staff. Please make all bar arrangements and payments, including special orders, with the event coordinator at least 60 days prior to the reception. An automatic gratuity of 18% is applied if the Renter purchases alcoholic beverages for guest consumption. Bar service will end at 10:30p

COMBINATION HOST PAY & CASH BAR

The host provides an amount to the bar & selects which beverages can be purchased. For example: the host gives Belvoir \$1,000 for beer and wine drinks, but not liquor drinks. When the tab concludes, guests may still purchase drinks as a cash bar. Any amount can be allocated to the bar. Throughout the duration of the event, funds may be added to the original tab amount. Gratuity of 18% & taxes apply.

DRINK TICKETS

The host may purchase drink tickets for each guest. Drink tickets are brought to the bar, which are collected by Belvoir staff, and paid for by the host after the event. The host must keep a credit/debit card on file at the bar for this option. Gratuity of 18% & taxes apply.

CASH BAR

Guests will pay for their beverages at the bar without cost to the host. All drinks that are normally stocked in Belvoir's bar will be available.

CHAMPAGNE TOAST

All Champagne must be ordered in advance. Belvoir cannot guarantee champagne to be readily available on-site if orders are not placed at least 30 days prior to the reception. Belvoir provides champagne flutes if champagne is ordered. Gratuity of 20% & taxes apply.

OPEN BAR PACKAGES

- A. Unlimited Beer & House Liquor Drinks, \$19.00 per person.
- B. Unlimited Belvoir Wine, \$22.00 per person.
- C. Unlimited Beer & Belvoir Wine, \$25.00 per person.
- D. Unlimited Beer, Premium Liquor Drinks, Belvoir Wine, \$30.00 per person.

With the Open Bar options A.-D. we require all guests unlimited non-alcoholic drinks for \$5.00 per person. For example, for 100 guests, 75 drinkers will have option B. for \$22.00 p/p, and 25 non-drinkers will have non-alcoholic beverages for \$5.00 p/p. Gratuity of 18% & taxes apply.

WEDDING COORDINATION PACKAGES

10 HOUR PACKAGE

\$2,000 + SALES TAX

PAYMENT PLANS AVAILABLE

Let us guide you down the aisle with confidence and ease. Starting at 90 days from your wedding date, we are here to help! Along with any last minute vendor questions, custom timelines, ceremony rehearsal, reception layouts, and so much more.

Meetings and Communication

- Initial Consultation
- 3 Meetings to discuss Plans, Layouts, Timeline etc. Answer any questions or concerns you may have.
- Unlimited emails and calls.
- Manage all Vendor Confirmations and Communication.

Coordination

- Creation and Distribution of Ceremony, Reception, Photography, and Day Of Timelines, Layouts, etc.
- Direction of Rehearsal for Ceremony
- Direction the processional line-up on Wedding Day
- Direct events and guests to keep things on schedule and a nice flow.
- Serve as the go to person for all vendors, wedding party, family etc.
- Preview and approve the Reception and Ceremony site prior to couple arrival.
- Venue location and staff management
- Decoration Assistance
- Cleanup Help