

## Wedding Packages & Frequently Asked Questions

### Services

Spring Valley Meadow facility rental includes all type of Events not limited to Weddings, Corporate Events, Family Reunions and Birthdays:

- Outdoor and Indoor occupancy up to 350 attendees
- Indoor reception area (Main hall seats 280 and Lounge seats 75)
- Bridal Suite
- Groom's Barn
- Surround Sound audio/visual system
- Prep-Kitchen for catering
- Beverage Bar (Must provide licensed bar tender)
- Use of facilities for photography of engagement pictures (2 hours scheduled)
- Outdoor and Indoor chairs included. Indoor chairs will be set up based on your preference. You are responsible for set up of outdoor chairs.

Facility Rental includes 15 hours (begins at 9:00 am until 12:00 am and 1 additional hour for cleanup)

### Rates

#### Peak Season

- Thursday \$5,500
- Friday \$6,500
- Saturday \$7,500
- Sunday \$6,500
- Hourly Rate: \$450

*Discounted rates Apply for January and February*

### Additional packages available

- **Package A: Setup and Coordination Package**  
**This is the best value! It includes Packages:**
  - B: Cocktail Hour and Reception Coordination
  - C: Rehearsal and Ceremony Coordination
  - E: Reception Set Up
  - Free Bonus – Unlimited Email Consultations
  - \$1,500.00
- **Package B: Cocktail Hour and Reception Coordination**
  - Planner/Client Meeting (1 hour) discuss “day of” details and review contracts
  - Construction of Reception itinerary (from “I Do to Goodbye”)
  - Reception itinerary will be sent to all wedding professionals and wedding party

- Bustle Wedding Gown
- Line up and Cue Bride, Groom and wedding party to Grand Entrance
- Assist band or DJ in cueing important events (i.e. grand entrance, cake cutting, bouquet toss, dances, etc.)
- Maintain and coordinate timeline for all events during reception
- Stay in communication with banquet staff to ensure things are going smoothly
- Planner will leave after the last formality (typically cake cutting)
- \$800.00

- **Package C: Rehearsal and Ceremony Coordination**

- 1 Planner/Client Meeting (1 hour)- discuss “day of” details and review contracts
- Construction of Ceremony Itinerary (from “Getting Ready to I Do”)
- Creation of Ceremony Diagram
- Coordinate the wedding rehearsal – 1 hour
- Create wedding ceremony itinerary/diagram
- Manage the flow and timing of the ceremony
- Distribute bouquets and pin flowers on attendants
- Greet vendors and oversee set-up of ceremony to make sure all commitments are fulfilled
- Set-up of all ceremony décor not handled by a specific vendor (i.e. guestbook, unity candles, programs, pictures, etc.)
- Direct Ushers/Attendants with program and seating distribution
- Line up and cue wedding party for ceremony
- Ensure that the marriage license is signed and wedding rings are present
- \$800.00

- **Package D: Reception Tear Down and Clean Up**

- Coordinator will arrive at the conclusion of the event
- Coordinator will remove linens from tables
- Coordinator will pack up centerpieces
- Coordinator will assist with packaging up remaining cake to give to either the bride and groom or the parents of the bride and groom
- Coordinator will collect and pack up the toasting flutes, cake topper, cake knife set, etc.
- Coordinator will drop off pre-paid linen, bags at UPS or FedEx
- \$450.00

- **Package E: Reception Set Up Package**

- One Meeting
- Wedding Coordinator will collect items to be set up prior to day of
- Set Up to 4 hours of set up of the reception site
- Collect wedding day items prior to wedding day such as cake knife, pictures, toasting flutes, favors, candles, menus, escort cards
- Set-up of all reception décor not handled by a specific vendor. Manage vendor set-up reception and make sure all commitments are fulfilled
- \$450.00

- **Package F: The Reception Tear Down and Clean Up Package w/Additional Hour (\$675)**

  - Event Ends at 12am, saving \$200 off price for additional hour
  - Coordinator will arrive at the conclusion of the event
  - Coordinator will remove linens from tables
  - Coordinator will pack up centerpieces
  - Coordinator will assist with packaging up remaining cake to give to either the bride and groom or the parents of the bride and groom
  - Coordinator will collect wedding day items for return to designee
  - Coordinator will drop off pre-paid linen, bags at UPS or FedEx
  - \$675.00
  
- **Package G: Dance Floor + Center Draping and Clean Up Package (normally \$2,250)**

Our most commonly requested items combined into one package, with a savings of \$250!!! This package consist of two dance floors with criss cross draping as well as the area between the two dance floors. We will handle the clean up at the end of your special event.

  - Coordinator will arrive at the conclusion of the event
  - Coordinator will remove linens from tables
  - Coordinator will pack up centerpieces
  - Coordinator will assist with packaging up remaining cake to give to either the bride and groom or the parents of the bride and groom
  - Coordinator will collect and pack up the toasting flutes, cake topper, cake knife set, etc.
  - Coordinator will drop off pre-paid linen, bags at UPS or FedEx
  - \$2,000.00
  
- **Package H: Dance Floor + Center Draping and Clean Up Package (normally \$2,250)**

Some of our most commonly requested items combined into one package, with a savings of \$250!!! This package consist of two dance floors with criss cross draping as well as the area between the two dance floors. We will handle the clean up at the end of your special event.

  - Coordinator will arrive at the conclusion of the event
  - Coordinator will remove linens from tables
  - Coordinator will pack up centerpieces
  - Coordinator will assist with packaging up remaining cake to give to either the bride and groom or the parents of the bride and groom
  - Coordinator will collect and pack up the toasting flutes, cake topper, cake knife set, etc.
  - Coordinator will drop off pre-paid linen, bags at UPS or FedEx
  - \$2,000.00

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## Frequently Asked Questions (FAQ's)

1. **What is the rental time for the day of the event?** 16 hours, 9:00 AM to 12:00 AM
2. **What time do we need to start packing everything up?** 11:00pm
3. **Is there a setup/breakdown in the rental fee?** It is included in the cost, but there are packages available if you would like additional options
4. **Is there a possibility of any additional charges or hidden fees?** No, the only extra fees will be because you decided to add on amenity.
5. **How much of set up will the venue handle?** All tables and chairs indoors are set up based off of your design. Chairs are available to be set up outdoors. However, those chairs are not set up for you.
6. **Do you provide table linens?** We do not provide any table linens. However, we are able to arrange linens or make recommendations of companies that provide great linen options.
7. **How many other events are booked on our day?** None, we know this day is special. We would never try to hold more than one event at the venue.
8. **What is your policy on site visits?** You are welcome to visit the site/venue as many times as you would like. We just ask that you schedule an appointment.
9. **Can we use any caterer we want?** Absolutely, however, if you need recommendations we are happy to assist. **Are there any limitations on what the caterer can do on site?** Yes, open flame cooking must be done in a designated space (i.e. gas grill, fryers, 220 amp cooking). Caterer must also take their dishes with them for proper cleaning.
10. **Is their staff on site the day of my wedding?** Absolutely. We will always have an event coordinator available the day of the wedding from the start of the wedding until the end of the event. We will also open the venue the day of the wedding and provide directions and answer any questions you might have. We will also provide a cell phone number to call if there is a question during set up.
11. **Is there parking for guests?** Yes.
12. **Does the venue service the restrooms and trash during the event?** Yes! We will service the restrooms about once an hour and as needed or requested.
13. **Plans for day of event in case of bad weather?** Indoor ceremony
14. **What is your policy on alcohol?** Alcohol must be served by an approved bartending company that has a separate liability insurance. We host open bars with alcohol. Client is welcome to bring their own alcohol or work directly with the bartender for suggestions.
15. **Are there designated rooms for the Bride and Groom? What are the accommodations in each room?** The Bridal Suite is complete with two dressing rooms, a full restroom inside the suite with a shower, hanging hooks for garment bags, outlets, a beauty bar complete with mirrors and outlets and a private deck. There is a completely separate groom's barn that is equipped with a bar, vintage video game station, full

*restroom with shower, hanging hooks for garment bag, and a private deck for relaxing. Both suites can be locked when not in use.*

16. **How many total guests can be accommodated?** *Main hall 280, Lounge space 75. This does not include space available on patios.*
17. **Is there a built in bar?** *Yes, with ice machine*
18. **Is there a coat closet?** *Yes*
19. **How much is the damage deposit?** *The damage deposit amount of \$500 is collected with the last payment. We will notify you in a timely manner if there is any damage to the venue and return your deposit in a timely manner.*
20. **How many restrooms are there?** *There is a restroom located in both the bridal suite and groom's barn. There are also 4 women's rest rooms located on the main level as well as 3 restrooms and 3 urinals for the men.*
21. **Are media accommodations provided?** *Yes, we have 2 large screen screens at the front of the main space and various other screens throughout the space.*
22. **Are there any noise ordinance we should be aware of?** *Yes, we do follow the county noise ordinances and it is preferred that live bands and loud music be inside the venue or designated to the meadow. If there is going to be loud music outside, please communicate this to the marketing manager.*
23. **Do you require wedding liability insurance?** *Yes, and we can provide you with names and numbers of places to call for more information.*
24. **When would the rehearsal be?** *Rehearsals take place the Thursday before your wedding. These need to be scheduled with the wedding coordinator.*
25. **How does bartending work at the venue?** *You are welcome to bring your own alcohol. Bartenders are required to have their own liability insurance. We do not have a liquor license. Due to the fact that we have a bar on site, we ask that alcohol is served behind the bar.*
26. **Are open flame candles allowed?** *Open flame candles are allowed as long as they are kept in a glass container and the wick is covered (i.e. vase or jar).*
27. **Do you require contract to reserve our date?** *Yes, a contract must be signed in order to secure your space. We will be happy to email a copy to you and process a credit card if necessary.*
28. **Can decorations such as draping be hung from the rafters or ceiling?** *Sure, you are welcome to hang fabric and additional decorations from the rafters and ceiling as long as they are not nailed and there is no permanent damage.*
29. **Can we use real flowers?** *Real flowers may be used everywhere with the exception of the flower girl. Dark color flowers are prohibited because of the dyes and stains. Light colored flower petals must be used.*
30. **How many tables and chairs do you have available?** *We have six 32" high boy tables, two 36" round tables, six 8' rectangle tables, four wood aluminum tables and one 7' rectangle table, 40 60" rounds.*

31. ***Do you have a prep kitchen and what appliances are available for them?*** There are warmers, ice maker, and refrigerators available for the caterers use.
32. ***Do you have sound and lighting equipment available?*** We have surround sound speakers, so it is easy for entertainers to plug into the sound system. An audio system will be provided with a lapel microphone for indoor and outdoor use. The indoor audio system utilizes an auxiliary cord to plug into a laptop to display pictures or videos on our projection screen.
33. ***How do we determine our floor plan?*** You will be provided access to our seating planner app. You will be able to drag and drop tables to design your space. In addition, we will provide you with feedback for what has worked well in the past.
34. ***What happens if the number of guest changes the day of?*** We set up the morning of the event in accordance to the designated floor plan; however, we realize there could be last minute changes. You will have access to the storage spaces for additional items to change as needed.
35. ***What is the best time of day of ceremony?*** Any time of the day is a great time! It's your day. Stone Valley Meadows faces west so there is a great opportunity for sunsets to be viewed from inside or outside the barn during an evening wedding.