



Wedding Planning Details & Contract

When you choose to celebrate your wedding at Sheridan's, it becomes our mission to make it the most special and memorable event you and your guests will ever attend. We take pride in providing our guests with the highest quality cuisine, service and amenities. We are happy to assist you in planning a wedding distinctly tailored to your needs. The following information on our fees and services pertains to holding a wedding at Sheridan's.

Facility Rate Information... Our reservation fee is \$500.00 for the **date** _____ of your private event. Number of **anticipated attendee's** _____. This fee is nonrefundable and is required upon booking to reserve your date. **At the close of your event \$200.00 of that fee will be applied to your total balance due.** Booking an event requires a guarantee guest count and menu selections seven business days prior to your event. You as our patron agree to pay the difference if your guest count is below the agreed upon minimum. The minimum does not include children's dinners. If event is cancelled at any time you forfeit the rental fee. The day of your event we accept all major credit cards or a cashier check for final payment.

Email: _____

Hours of Operation... Sheridan's is open seven days a week serving brunch from 7a.m. - 3 p.m. Private events may begin at 4p.m. and final bar call at 10p.m. The facility is closed Independence Day, Thanksgiving and Christmas Day.

Guest Capacity... Our restaurant seats approximately 85 guests indoors and 60 outdoors with weather permitting.

Parking... Sheridan's and Sheridan House feature a private **free** parking lot for you and your guests along with ample street parking located next to the building.

Taste & Toast... The quality of our food is what sets our meal service apart from the others. From the cut of meat to the seasonal fish to the sauce on our vegetables, we use the freshest ingredients possible to create flavors your guests will savor!

- All meals are table service and include **custom menus** for your guests.
- Private events require a minimum of 65 guests or a total food and beverage minimum of \$2,500.00
- A minimum of two (2) hotel guestrooms must be reserved for weekend events. Weekday events require two (2) hotel rooms with a minimum two (2) night stay. Outdoor wedding/receptions or fire pit rental will require an additional five (5) courtyard rooms for a one (1) night stay each.
- Menu selections may be customized on proportions or dietary variations to fit your needs.
- Several bar options are available such as Hosted, Cash or an On Consumption set limit.
- Add an additional 5.65% sales/expo tax and 20% service fee will be added to final bill.

Dessert & Beverage Service... Sheridan's offers a variety of delicious cake selections by our very own Pastry Chef for guests to enjoy. **Dessert service is \$8.00 per guest. This includes: unlimited Valentine™ regular and decaf coffee, selections of Rishi teas, Coke products during dining service** and one serving of custom dessert per guest. You may choose to serve a cake supplied by an outside licensed bakery with a service fee of \$1.75 per slice per person. Our bartender/barista offers coffee drinks, cocktails, wine and a selection of bottled import, domestic and craft beers.

Ceremony

The Moment You Say "I Do"... Sheridan's is pleased to hold your intimate ceremony in our restaurant or in our outdoor courtyard, weather permitting. Floor plans can be customized to fit your ceremony needs and total number of guests with prior approval by management.

Reception

Stylish Dining... Cloth napkins will be black unless otherwise specified and are complimentary.

- Additional table linens or colored napkins are an additional cost and will be quoted upon request.
- Tea-light candles and flowers are welcomed and can be used in Sheridan's complimentary candle holders and small bud vases.
- Custom centerpieces or other adornments may be used with prior approval by management.

Music and Dancing... Sheridan's does not have a dance floor inside our facility. We can also offer information and access to a large number of approved musicians capable of making your wedding entertainment unforgettable.

- If you choose to book your own musicians, you must coordinate this with management prior to signing a contract to guarantee that their power requirements and volume levels are within approved standards.
- Sheridan's uses Pandora for all of our in house music. You may choose any station you would like from their list of options and we will play it through our Bose music system

Sheridan House Boutique Hotel

Rest and Relax... Our beautiful wine region themed rooms feature top quality amenities and furnishings.

- Reserve eleven guestrooms and enjoy a 50% discount off a Luxury guestroom.
- Rates vary by time of year. Currently rooms range from \$120.00 to \$165.00 a night
- Hotel guestroom reservation includes BOGO 1/2 off brunch coupon
- Check website www.sheridanhouseandcafe.com for all facility details
- Hotel rentals are subject to 15.1% room tax.

Early Check-In / Late Check-Out... Sheridan House's regular Check-In is at 3:00 p.m. and Check-Out is Noon the following day.

- Early Check-In or a late Check-Out due to conflicts with your wedding can be arranged.
- Any modifications must be approved by management prior to your stay.

Gift Opening Breakfast... With the wedding of your dreams now fulfilled, the celebration does not have to end. Sheridan's can arrange a Gift Opening Breakfast for you to share with all of your family and friends.

- Guest count and menu selections must be approved and pre-ordered prior to event.

Rules and Regulations...

- Contract and amenities subject to change
- Fire pit availability is a separate contract and is up to the discretion of management

Signature:

Time & Date of Event:

Manager Signature:

Date Signed:

Bride & Groom Name:

Contact #: