



The Silver Package

Wedding & Reception Facility Rental

- Exclusive use of the entire 3 acre Estate with 8 inviting ceremony sites
- The Estate includes the grand Victoria Belle 1897 Mansion- the focal point of the Estate; the Garden Gazebo with 2 Garden Fountains; a covered Veranda overlooking a rock Waterfall & the Barn; the Vintage White Barn with views of the Vineyard & the newest ceremony location – The Cedars which offers views of the Vineyard & the Barn
- Rental time is 9:00 a.m.-11:00 p.m. Friday & Saturday; Sunday 9:00 a.m.- 9:00 p.m.
- Ceremony & Reception chairs; Tables (combination of round & rectangle); White floor length Table Linens; White napkins; China Dinnerware; Flatware & Glassware.
- Use of the Mansion's Wedding Party Floor – the Bride's Suite with adjoining Hair & Makeup Salon, the Groom's Suite, and the Balcony located at the front of the Mansion for the Bride's Bouquet toss.
- Baby Grand Piano with music library
- Non floral Centerpieces for Reception tables
- Event Coordination for setup only
- Parking

Victoria Belle is a full service venue – ask about the Gold Package which is the Silver Package + catering as well as the Platinum Package featuring our Signature Vendors which includes a Certified Wedding Consultant, Caterer, D. J., Floral Designer, & Wedding Cake Designer and of course the gorgeous Victoria Belle Estate. Contact us today for details about your nearly stress free wedding day!

125 or less - Friday \$8,195; Sunday \$7,550 (\$30.00 per person over 125)

*150-174 – Friday \$9,295; Saturday \$10,595; Sunday \$8,295

175-199 – Friday \$10,925; Saturday \$12,237.50; Sunday \$10,050

200-250 – Friday \$12,300; Saturday \$13,800; Sunday \$11,300 (\$35 per person over 250)

*150 head count minimum Saturdays mid-March thru mid-December

Rates subject to change until event reserved with deposit

Add 7% GA State tax to the rental rates. Items & services outside of the Silver Package are assessed an 18% service charge & 7% GA State tax. For Bar Services see Beverage Service Menu for alcohol pricing & service charges.

revised 09-01-16





Victoria Belle Day-Of Services to complement the VB Silver Package

Victoria Belle's Day-Of Service is tailored for Brides who book the Silver Package. The Package add-on service is a perfect fit for the Bride who is all about planning and handling most of the details of her wedding.

We know from years of experience wedding coordination requires prep work. Necessary information needs to be gathered ahead of time during an on-site meeting. Last minute details and concerns seem to arise during the final week or 2 before the wedding. With Victoria Belle's Day-of Service, we strive for happy Brides with a wedding day experience to match.

The Day-of Service includes the following:

- Certified Wedding Coordinator
- Planning checklists and forms
- Vendor suggestions (Client(s) responsible for vendor selections)
- Planning meeting & walk-through at Victoria Belle 4 to 6 weeks before the wedding
- Final planning meeting 2 weeks before wedding – if needed
- Preparation and distribution of event schedule (Client(s) must supply vendors' contact information)
- Direct wedding ceremony rehearsal (rehearsal must be held same day as the ceremony)
- Act as family & vendor contact person throughout the entire wedding day
- Direct wedding ceremony & reception (based on wedding party size, assistant wedding director is \$250.00)

Fee: \$2,495.00 (+18% taxable service charge + 7% GA tax)



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Rental Agreement, Policies, Rules & Additional Rates

The following policies and rules are provided so those who reserve Victoria Belle Mansion and/or Barn will have a successful event with minimal issues. Individuals reserving Victoria Belle must be at least 21 years of age and must present valid photo ID. The Victoria Belle may be reserved for



the purpose of corporate events (i.e. conferences, business meetings and luncheons) and social events (i.e. weddings, receptions and parties). The lessee is required to sign the policies and give a copy to all vendors (caterer, florist, musicians, photographer, etc.) who will be working on the premises. It shall be the sole responsibility of the lessee to completely inform their agents, employees, vendors/contractors and guests concerning their obligations under this Agreement.

'SAVE THE DATE' & SECURITY/DAMAGE DEPOSIT:

25% of the event fee is due along with a signed contract are required prior to any services being performed by the Facility. Said deposit & all payments are **NON-REFUNDABLE**. **Accepted forms of payment are cash, check or credit card. Use of credit card (Visa or Mastercard) will be assessed a convenience fee of 3% of the payment amount.** 'Save the Date' Deposit of \$1,200.00 is non-refundable. Once the contract is signed, the deposit converts into a Damage Deposit which is refundable within 10 business days after event if no damage occurs. However, if the event is cancelled, it becomes non-refundable. **A returned check for insufficient funds will be assessed a \$50.00 fee – a replacement check must be a cashier's check, cash or credit card (assessed a 3% convenience fee for credit card use).**

Note – payments are payable on or before said due date in the contract/payment schedule. A 5% late fee will be automatically added to the next month's payment after 5 business days; 10% late fee after 10 business days. All contract payments for all services and items must be paid in full on or before 30 days prior to the event as well as any and all services and items considered added items after the contract is signed.

Damage or loss that occurs during the rental period will result in the Client(s) liability to pay 100% of the costs incurred by the damage or loss of Victoria Belle Mansion and/or Barn, equipment, or grounds and any additional or unusual clean-up. Costs will be deducted from deposit. Any additional costs will be billed to the Client(s), with payment due within thirty (30) days of invoicing.

Full deposit will be returned only if Victoria Belle Mansion or Barn cannot be used due to conditions as frozen pipes, damage to the building, etc.

No Smoking: Smoking is not permitted anywhere on the entire Victoria Belle estate including the Mansion, Barn, grounds and parking lot with the exception of the designated smoking area. If smoking occurs anywhere other than the designated smoking area, the security/damage deposit of \$1,200 will be forfeited and WILL NOT be returned to the client. The Estate will be searched for signs of smoking in non-designated areas before the deposit is returned.

Victoria Belle, Inc. shall not be liable for any loss or theft of personal property

REFUNDS & CANCELLATIONS: If the wedding is cancelled after 3 business days of booking Victoria Belle, Inc., no portion of the fees paid Facility for deposits & payments will be returned.

VENDORS: Vendors must provide a certificate of insurance showing they have liability insurance and full worker's compensation coverage. Caterers must provide a copy of business license. All documentation must be provided to the Facility sixty (60) days before the event.

FOOD: Food and drinks (i.e. punch, iced tea, lemonade, etc.) to be served to the guests cannot be brought onto the premises unless by a license and insured caterer. Victoria Belle, Inc, is not



responsible for storage. Cakes may be delivered 2 hours prior to the start time of the event. The Facility is not responsible for the placement or the assembling the cake. A cake cutting fee of \$3.00 per person will apply if our staff cuts the cake. The cake must be removed with the area cleaned along with the dishes and forks washed dried and put up from their original location. As part of the basic rental, all food must be prepared off-site. Food previously cooked may be warmed. There is a \$25.00 charge for use of the dishwasher. The caterer must provide their own supplies such as containers, foil, etc. The caterer cannot use any of the items in the kitchen without permission. All spills must be cleaned as soon as possible to prevent damage. All furniture, mantels, floors, etc. must be protected from watermarks. The kitchen equipment, tables, chairs, counters, and floors must be wiped clean and all areas of the Mansion and Barn are be left free of spills, food, crumbs, leftovers, paper goods, etc. If the any of the Facility's dishes, glassware or flatware is used, it must be washed, dried and returned to the cabinets. **All garbage and trash must be removed from the premises at the end of event or rental time whichever comes first. . The Client(s) has the option to purchase Victoria Belle's clean-up services (pricing based on the head count).**

BEVERAGE SERVICE: A licensed bartender is required at all functions that serve alcoholic beverages (1 bartender per 100 guests). Alcohol must be arranged through the Facility, Victoria Belle, Inc.; Client(s)/attendees or vendors are not permitted to bring any alcoholic beverages on the property unless previously approved through the Facility. Depending on the type of event, a security officer may be required for a fee of \$175.00. Victoria Belle, Inc. is not responsible for Client/attendees intake of alcoholic beverages. Should Client(s)/attendees drink alcoholic beverages, then the Client(s) takes complete responsibility for the consumption of alcoholic beverages and cannot hold the Facility responsible for any incidents of damages, injuries, or death, or violation of the law which may result from said alcohol use or consumption at Facility. Victoria Belle, Inc. reserves the right to not serve any Client(s)/attendees that may appear to be intoxicated. The Client(s) is expected to assist the Facility in behavior control of guests. **GUESTS UNDER THE AGE OF 25 SHOULD BE PREPARED TO PRESENT A PHOTO ID.** Bar will close 1 (one) hour before the conclusion of the event. A Security Officer may be required for a fee of \$175.00

BEVERAGE SERVICE RATES: **(See Beverage Service Menu regarding rates and service charge fees for all Beverage Services**

ITEMS FOR RENTAL: Arrangement for the rental of tables, chairs, tents, linen, chair sashes, etc. must be done through Victoria Belle, Inc. Any items brought in for the event by the lessee must be removed same day/evening at the close of the event.

CLEAN UP & DAMAGES: It is the responsibility of the Client(s) to inform their guests the importance of treating the Mansion, Barn and gardens with the highest respect. Those using the Estate (everything on and within) are liable for damages to the premises and for all clean-up after the event before the end of the rental time. The damage deposit shall be applied to the payment for damage or clean-up at the discretion of Victoria Belle, Inc. The Client(s) will be billed for any excess costs if areas are left unclean or damage occurs by guests or vendors. **The Client(s) has the option to purchase Victoria Belle's clean-up services (pricing based on the**



head count). Intentional damage to the property or damage occurring from negligence could result in legal action. The throwing of birdseed, rice, confetti, glitter, floating lanterns or the use of sparkers or fire crackers is not permitted at any events. Bubbles, natural flower petals or glow sticks may be used and only outside.

No Smoking: Smoking is not permitted anywhere on the entire Victoria Belle estate including the Mansion, Barn, grounds and parking lot with the exception of the designated smoking area. If smoking occurs anywhere other than the designated smoking area, the security/damage deposit of \$1,200 will be forfeited and WILL NOT be returned to the client. The Estate will be searched for signs of smoking in non-designated areas before the deposit is returned.

DÉCOR: All decorations, displays and exhibits brought to the Facility must be approved prior to the arrival. All must conform to State Codes, fire regulations and Victoria Belle, Inc. policies. Items cannot be attached to walls, ceilings, windows, doors, banister, and fixtures with nails, tape, staples, or any other substances unless written approval is given in advance. Any damage incurred by using materials that are not approved for attachment will be charged to the Client and must be settled on departure. The hanging of approved signs or banners must be handled by Victoria Belle, Inc. Staff. A \$25.00 per hour labor charge will apply. All taper candles must be drip-less. Candles used on the tables must have protective containers underneath to protect the furniture and tablecloths. Containing candles in a hurricane globe or votive containers add to the safety of using candles. Candles **MUST NOT** be left unattended at any time. The use of candles needs to be discussed with the Staff during the planning stages. Approval for the use of the candles must be given by the Staff prior to the event. Any floral arrangements must be removed along with all debris removed.

MUSIC: Due to the City of Hogansville's noise ordinance, all music including bands and D.J.s must end no later than 10:30 p.m. with the exception of Sunday by 9:00 p.m. Victoria Belle's Staff shall have the right to control the volume of all music during any time of the event.

I have read and understand the policies regarding the use of all of the Victoria Belle buildings and grounds. I acknowledge I am responsible to Victoria Belle, Inc. for any injury or damage that results from the failure to follow these rules by any of the attendees and vendors and that failure to follow these rules could lead to the termination of the event.

DATE

CLIENT(S) SIGNATURE

DATE

OWNER SIGNATURE



Beverage Service Menu

By the Glass

- *Wine \$6.50 (cash bar price \$7.00)*
- *Beer \$4.50 (Bud Lite & Miller Lite) (cash bar price \$5.00)*
- *Premium Beer \$5.50 (Heineken, Michelob Lite & Ultra) (cash bar price \$6.00)*
- *Custom order of wine or beer – product plus 25% service charge*
- *Champagne Toast \$7.50 (includes guest toasting flutes & wait staff-Bartender not required)*
- *1 Bartender per 100 guests - \$175.00*
- *Cashier - \$75.00 (required for cash bar only)*
- *Based on the head count, a Security Officer may be needed for \$175.00*

Full Bar set-ups for Liquor

- *Client(s) must supply liquor.*
- *\$8.50 per person*
- *Set-ups include but are not limited to glassware, ice, cocktail napkins, etc., mixers (soft Drinks, Juices, Mixes, lemons & limes, etc. – does not include alcoholic mixers)*
- *If liquor is in addition to beer & wine, another Bartender is required for \$175.00*
- *A Security Officer is required for \$175.00*

Non Alcoholic Beverage Service

- *\$7.00 per person for a 4 hour reception; Coca Cola Products (Coke, Diet Coke, Sprite, Dasani Water)*

Coffee Service

- *\$175.00 for 40 cups with a light sweets display).*
- *Includes china cups & saucers, spoons, cream, sweeteners.*
- *Includes staffing for setup, breakdown & cleanup of the coffee service space*

Please note: Bar services are available up to four hours during an event & will close 30 minutes prior to the end of the event.

Alcohol & Non-alcoholic Beverage Services are not included in pricing of The Packages. All Beverage Services listed are assessed an 18% service charge and 7% GA Sales Tax. (Exception: custom orders are assessed a 25% service charge plus 7% GA Sales Tax)

