

## **2011/2012 FACILITY RENTAL**

The Brossman Center is available for weddings on Friday evening, Saturday and Sunday afternoons.

<b>Facilities Wedding Rental Rates</b>	<b>May, June July, August September, October, November</b>	<b>December January, February March, April</b>
Friday evening	2011 - \$1,650    2012 - \$1,800	2011 - \$1,500    2012 - 1,650
Saturday evening	2011 - \$1,800    2012 - \$2,000	2011 - \$1,500    2012 - 1,650
Sunday afternoon	2011 - \$1,650    2012 - \$1,800	2011 - \$1,500    2012 - 1,650

The rental fee includes:

- The use of the grounds for ceremonies, photography, etc.
- Our exclusive list of experienced, reputable caterers -- so you are certain of finding a price range and cuisine best suited to your needs and taste
- Use of the Chapel for rehearsal and ceremony
- Five hour reception in Benbow Hall
- An on-site staff person throughout the event
- Special event insurance
- Convenient free parking
- Tables, chairs inside of Benbow Hall
- Dressing area for bridal party in building
- Security to assist with parking
- Housekeeper on site

## **SECURITY DEPOSIT**

In addition to the facility fee, you will also be required to pay a \$500 refundable deposit for any damages to the Chapel or other rented facilities at the time of reservation.

User assumes responsibility for condition of rented facilities. All spaces used must be left clean and orderly. Clients are responsible for ensuring that their catering service picks up leftover food and equipment at the end of each event. All catering supplies must be removed from the building at the end of the event. If extra cleaning and/or maintenance is required as a result of noncompliance with this policy, an additional \$75.00 plus \$25.00 an hour will be charged to the user for necessary clean-up.

The security deposit will be returned within 30 days after your function providing that all of the guidelines have been adhered to and/or subject to any damages or miscellaneous expenses incurred during the rental period.

## **LIQUOR POLICY**

If you plan to serve alcohol (no shot's) you must use one of our caterers that are covered with liquor liability. These caterers are identified on the Exclusive Caterers list. A \$150.00 fee will be charged for an additional security guard. A signed *Alcohol Use Policy* must be on file before your event. **Alcoholic beverage service will end no less than 45 minutes prior to the scheduled end time of the event**

All clients are responsible for the purchase of alcohol prior to event. Please speak with caterer to double check amounts/mixers that will be needed.

The Brossman Center reserves the right within the sole direction of its officers, associates or agents to refuse or discontinue the service of alcoholic beverages to any person or persons attending the function and to refuse or discontinue entirely the service of alcoholic beverages at any time during the function. In cases of rude or obnoxious guests, we reserve the right to escort them off campus.

A qualified licensed bartender over the age of 21 and employed by the caterer must serve the alcohol.

\*\*Additional security may be needed due to the size of party (one guard per 100 guests).\*\*

## **CATERER**

One of our exclusive caterers must be selected for your event. Your caterer can begin to setup 2 hours prior to the beginning of your rental period. Breakdown by your caterer will be 1 hour past your rental period. The bar needs to close 45 minutes before your rental period ends.

## **CHAPEL**

Rehearsals are scheduled for 1 ½ hours.

Set up time is one hour prior to ceremony (depending on schedule you may decorate during the rehearsal), one hour is designated for the ceremony, one hour is designated for the clean up after ceremony.

## **GROUNDS**

Our Lawn is available for wedding ceremonies, afternoon receptions or cocktail hours. Client will be responsible to make arrangements for tables and chairs with caterer for outside events.

## **RECEPTION**

Benbow Hall will be reserved for a period of five (5) hours. Additional time past the five hour rental time for the function will be charged an additional \$200.00 per additional hour (no more than two hours). Additional time must be requested at the time of application.

If your event runs past the allotted rental period and you have not made prior arrangements for the additional time, you will be charged \$300 for one hour which will be deducted from your security deposit. We will not be able to accommodate additional hours.

## **GUEST HOUSING**

We offer simple, clean accommodations for your guests. Based on availability we can offer:

Ten Studio apartments – two twin beds, private bathroom - \$55.00 single, \$75.00 double, per night

Three bedroom guest house – \$375.00 per night

Two ½ bathrooms, three full size beds, kitchen dining room, living room, den

## **AUDIO VISUAL**

Benbow Hall is equipped with projectors and screens. The rental cost for four hours is \$600.00 and includes a AV Tech on site. We do not allow outside projection/screens.

## **LIGHTING/GOBO's/DJ**

Outside companies are permitted inside Benbow Hall. Please have the vendor provide a certificate of insurance to cover their equipment and personnell prior to your event.

## **WEDDING COORDINATOR OR DAY OF COODINATOR**

IS HIGHLY RECOMMENED

The on-site staff person at The Brossman Center will be available for all of your vendors that need access to The Brossman Center. A wedding coordinator or day of coordinator can assist with these examples: rehearsal (make sure everyone knows where to go), can call the bride/bride maids when it is time for the ceremony to start (a lounge on the second floor is used for the bridal party), make sure the caterer knows when the cocktail hour begins (in case of a ceremony starting late), etc. They can also make sure you are running on time and enjoying your reception.

Always Fabulous Events is our wedding coordinator of choice. They offer an exclusive price-reduction to couples who book their services through The Brossman Center. Wedding day management services start at \$600. The Brossman Rose package includes the following services:

- \* Rehearsal direction (up to 2 hours)
- \* Day of wedding coordination (up to 10 hours)
- \* Timeline for all hired professionals involved in your wedding
- \* Meeting with you 2 weeks before the wedding
- \* Monthly check-in emails to keep you on schedule

Please contact Randi Martin for more information:  
866-653-9966  
<http://alwaysfabulousevents.com>

**READY TO BOOK**

Half of your package fee is due to reserve your date on our calendar. This is non-refundable. Payment arrangements can be discussed.