

# Beech Tree Cottages

## WEDDINGS

2027-2028

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**BEECH TREE COTTAGES** FEATURES A COLLECTION OF VINTAGE COTTAGES SET AMONGST LANDSCAPED GROUNDS IN THE CHARMING SHORELINE TOWN OF MADISON, CONNECTICUT. OUR THREE-ACRE PROPERTY INCLUDES A TENTED PATIO AND SPRAWLING CENTRAL LAWN BEST SUITED FOR COUPLES PLANNING A GARDEN OR BACKYARD STYLE CELEBRATION WITH ON-SITE WEEKEND ACCOMMODATIONS FOR THEIR GUESTS.

**VENUE** | Our outdoor venue space includes a 1,600 sqft patio, a 40x40 ft frame tent, and an open lawn with mature trees and plantings. The tented patio space includes café-style string lights, chandelier, lounge seating set, and a selection of dinner tables, buffet tables, high-top cocktail tables, and garden chairs. Two outdoor restrooms are located discreetly off of the patio. Remote onsite parking for up to 50 vehicles is a short walk from the space. Our venue can host *up to 65* seated guests for a formal sit-down dinner *or up to 75* standing guests for a casual cocktail-style party.

**CATERING & STAFFING** | Beech Tree Cottages provides in-house on-site catering, staffing to fully service your event from set-up to clean-up, and a professional and experienced coordinator to assist with venue planning and day-of management of your event. | Clients are responsible for hiring additional vendors to service their event such as a bar service, photographer, DJ, florist, bakery, or other service providers as needed or preferred.

**COTTAGES** | To keep the property private for your event, wedding couples and their guests can opt to book all 9 of our cottages for the weekend - arriving Friday and departing Sunday with the wedding held on Saturday. Cottage photographs, descriptions, and amenities can be found on our [website](#). [If you do *not* wish to hold all cottages for your wedding group then the cottages will be open to guests outside of your party.]

**LOCATION** | Described as a "dream town" by Coastal Living Magazine, Madison, CT is a charming and quintessential New England beachside community. Conveniently situated between New York City and Boston with easy access to I-95 or metro-north railway, our property is located just seconds away from the state's best beaches, charming coastal towns and village greens, and a wide selection of independent shops, restaurants, and cafes. You and your guests can enjoy a celebratory weekend with all the perks the shoreline has to offer.

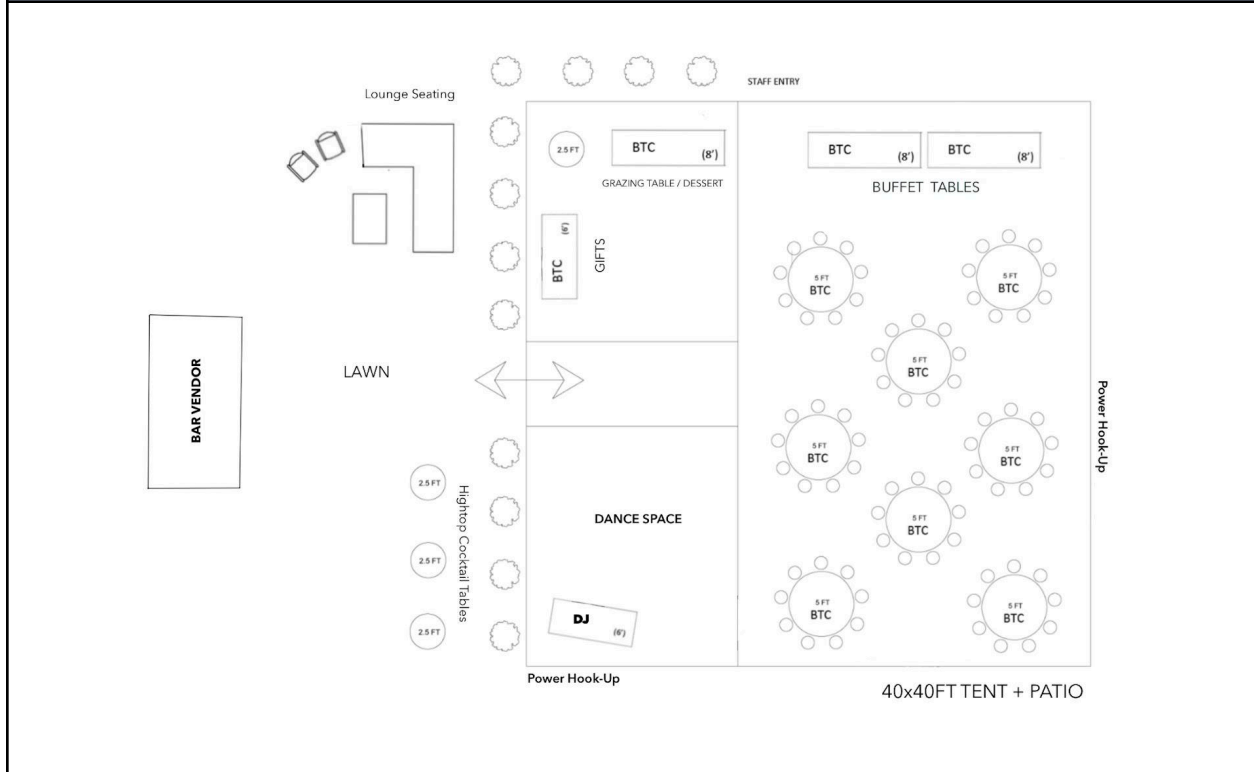
### FAQs & ADDITIONAL INFORMATION

- Our tented patio space can accommodate *up to 65* seated guests *or 75* standing guests.
- Pricing includes venue fee, food costs per person, plus 7.35% sales tax and 20% service charge.
- A ceremony fee will be added to accommodate an on-site wedding ceremony and rehearsal.
- Event & Liability Insurance is required for all events.
- Weddings are scheduled for **4 hours** (reception only) *or 5 hours* (ceremony + reception) .
- As a courtesy to our guests and neighbors, all events must end by 9pm. If your group books *all* cottages, then we can extend your end time to 10pm.
- As an outdoor venue, we operate seasonally. We host a limited number of weddings per season from mid-May through early-October.
- We host only one wedding per weekend.
- Weddings are held on Saturdays only with cottage guests arriving Friday and departing Sunday.
- Weddings should be booked *at least* 6 months in advance to allow for adequate planning time.
- Our pricing does *not* include your bar, decorations, flowers, additional vendors, or additional event rentals.
- The client may choose to rent alternative style tables, chairs, linens, tableware, or other items as needed or preferred. We can assist in placing an order with a preferred Event Rental Vendor and arrange drop-off/installation and pick-up/de-installation times. The client is fully responsible for any and all costs associated with additional event rentals.
- Custom menus may be available upon request.
- *Due to ongoing and unpredictable cost increases, all prices are subject to change.*

## VENUE DETAILS

**Venue Fee: \$2000 | Ceremony Fee: \$650 | Food Minimum: \$5000**

### SAMPLE TENT LAYOUT



### THE VENUE INCLUDES:

- 1600 sqft PATIO with mix of pavers and turf
- 40x40 ft Frame TENT
- Farmhouse-style Chandelier
- Bistro-style string lights
- Lounge seating set
- 8 qty x Round Dinner Tables (5ft/60in)
- 1 qty x Sweetheart/Cake Table (3ft/36in)
- 4-6 qty x Hightop Cocktail Tables (30")
- 1 qty x Banquet Table (6ft)
- 3 qty x Buffet Tables (8ft)
- up to 65 qty x White-Padded Folding Chairs
- White tablecloths for venue-supplied tables
- One place-setting per guest (water glass, fork, knife, napkin)
- + 2 Garden Restrooms
- + Parking for up to 50 vehicles

### PAYMENT SCHEDULE

<b>Reservation Deposit</b>	\$1500, non-refundable	Due at time of booking
<b>Event Deposit</b>	50% of estimated balance	Due <u>12 weeks</u> prior to event date
<b>Event Balance</b>	Final Guest Count + Remaining Balance	Due <u>2 weeks</u> prior to event date

# BACKYARD BARBECUE PACKAGE

## SAMPLE TIMELINE

3:30 - 4:00 pm	Guest arrivals
4:00 - 4:30 pm	<b>CEREMONY</b> on the lawn
4:30 - 5:30 pm	<b>COCKTAIL HOUR</b> - grazing table on the patio + bar on the lawn
5:30 - 7:00 pm	<b>DINNER</b>
5:30 pm	Wedding Party Introductions + Wedding Couple's Grand Entrance
5:45 pm	Speeches + Toast to the Newlyweds
6:00 pm	Buffet Dinner Service
7:00 - 9:00 pm	<b>DANCING &amp; DESSERT</b>
7:00 pm	First Dance + Special Dances
8:00 pm	Cut the Cake - Dessert, Coffee & Tea Station open to guests
9:00 pm	End Event

## MENU OPTIONS

COCKTAIL HOUR	<b>Grazing Table</b> with a selection of artisan cheese and charcuterie, antipasto of marinated vegetables and mixed olives, mezzo, crudités with dip, hummus with pita chips, fresh seasonal fruit, condiments and spreads, with assorted crackers and breads.
BUFFET DINNER	<p><b>MAINS :</b></p> <ul style="list-style-type: none"> <li>- Beef Brisket (<i>gf</i>)</li> <li>- Pulled Pork (<i>gf</i>)</li> <li>- Barbecue Chicken (<i>gf</i>)</li> </ul> <p><b>SIDES  </b> Your choice of 3 options:</p> <ul style="list-style-type: none"> <li>- Summer Salad : mixed greens, strawberries, cucumbers, red onion, and mint + lemon vinaigrette (<i>v/vg/gf</i>)</li> <li>- Harvest Salad : mixed greens, roasted sweet potatoes, green apples, cranberries, goat cheese + honey Dijon vinaigrette (<i>v/gf</i>)</li> <li>- Garden Salad : mixed greens, tomato, cucumber, carrot, and red onion + creamy balsamic vinaigrette (<i>v/vg/gf</i>)</li> <li>- Mediterranean Salad: mixed greens, tomato, cucumber, red onion, olives, parsley, lemon, feta + red wine vinaigrette (<i>v/gf</i>)</li> <li>- Green Beans (<i>v/vg/gf</i>)</li> <li>- Grilled or Roasted Summer Vegetables (<i>v/vg/gf</i>)</li> <li>- Mexican Street Corn Salad (<i>v/gf</i>)</li> <li>- Classic Roasted Potatoes (<i>v/vg/gf</i>)</li> <li>- Skillet-Roasted Brussels Sprouts with bacon (<i>gf</i>) or without bacon (<i>v/vg/gf</i>)</li> <li>- Cast-Iron Maple Baked Beans (<i>gf</i>)</li> <li>- Pasta with sauteed seasonal vegetables, fresh basil and parmesan (<i>v</i>) no parmesan (<i>vg</i>)</li> <li>- Housemade Mac &amp; Cheese (<i>v</i>)</li> </ul> <p>+ Cornbread or Slider Rolls, Coleslaw, and BBQ Sauce</p>
BEVERAGE STATION	Dispensers of ice water, unsweetened iced tea, and lemonade. (Available for guests throughout the event.)
COFFEE & TEA STATION	Regular and decaf coffee, assorted tea, cream, milk, and sugar. (Served <i>after</i> dinner with dessert.)

*v = vegetarian | vg = vegan | gf = gluten free*

### Backyard Barbecue Package

**\$135 per person**

Vendors - \$75 per person | Children (ages 4-10) - \$75 per person | Babies & Toddlers (ages 0-3) - no charge  
 Additional Side +\$5.95 per person | Apple Cider Donuts +\$3.50 per person | Seasonal Pies +\$4.95 per person  
 6" Display Cake and Sheet Cake +\$5.95 per person | S'mores Kits + \$4.50 per kit | **Bonfire** + \$295

# GARDEN PARTY DINNER PACKAGE

## SAMPLE TIMELINE

3:30 - 4:00 pm	<i>Guest arrivals</i>
4:00 - 4:30 pm	<b>CEREMONY</b> on the lawn
4:30 - 5:30 pm	<b>COCKTAIL HOUR</b> - grazing table on the patio + bar on the lawn
5:30 - 9:00 pm	<b>DINNER + DANCING</b> on the patio
5:30 pm	Wedding Party Introductions + Wedding Couple's Grand Entrance
5:45 pm	Speeches + Toast to the Newlyweds
6:00 pm	Plated Dinner Service (Salad + Main Course)
7:00 pm	First Dance + Special Dances + Dance Set
7:30 pm	Cut the Cake - Dessert, Coffee & Tea Station open to guests
8:00 pm	Dance Set
9:00 pm	End Event

## MENU OPTIONS

GRAZING TABLE	Selection of artisan cheese and charcuterie, antipasto of marinated vegetables and mixed olives, mezzo, crudité's with dip, hummus with pita chips, fresh seasonal fruit, condiments and spreads, with assorted crackers and breads.
SALAD	Choose <b>1</b> of the following: - Summer Salad : mixed greens, strawberries, cucumbers, red onion, and mint + lemon vinaigrette ( <i>v/vg/gf</i> ) - Harvest Salad : mixed greens, roasted sweet potatoes, green apples, cranberries, goat cheese + honey Dijon vinaigrette ( <i>v/gf</i> ) - Garden Salad : mixed greens, tomato, cucumber, carrot, and red onion + creamy balsamic vinaigrette ( <i>v/vg/gf</i> ) - Mediterranean Salad: mixed greens, olives, tomato, cucumber, red onion, parsley, lemon, feta + red wine vinaigrette ( <i>v/gf</i> )
MAIN COURSE	Choose <b>2</b> of the following: - Brisket <i>or</i> Pulled Pork sliders with house slaw ( <i>gf</i> ) - Grilled teriyaki steak tips - Barbecue chicken, boneless thighs ( <i>gf</i> ) - Grilled chicken breast marinated with lemon, honey and thyme ( <i>gf</i> ) - Salmon with garlic-herb butter ( <i>gf</i> ) - Crabcakes with old bay aioli - Mac & Cheese with toasted breadcrumb - Baked Sweet Potatoes with black beans, roasted corn, pickled red onion, fresh cilantro, and avocado-lime dressing ( <i>v/vg/gf</i> ) - Pasta with sauteed seasonal vegetables, fresh basil and parmesan ( <i>v</i> ) no parmesan ( <i>vg</i> )
SIDE DISHES	Choose <b>2</b> of the following: - Green Beans ( <i>v/vg/gf</i> ) - Asparagus ( <i>v/vg/gf</i> ) - Grilled zucchini ( <i>v/vg/gf</i> ) - Skillet-Roasted Brussels Sprouts w bacon ( <i>gf</i> ) - Grilled or Roasted Summer Vegetables ( <i>v/vg/gf</i> ) - Pearl Couscous with cherry tomatoes, zucchini, basil and parmesan ( <i>v/vg</i> ) - Baked Potatoes with butter, sour cream and chives ( <i>v/gf</i> ) - Classic Roasted Potatoes ( <i>v/vg/gf</i> )
BEVERAGE STATION	Dispensers of ice water, unsweetened iced tea, and lemonade. (Available for guests throughout the event.)
COFFEE & TEA STATION	Regular and decaf coffee, assorted tea, cream, milk, and sugar. (Served <i>after</i> dinner with dessert.)

*v = vegetarian | vg = vegan | gf = gluten free*

*Garden Party Package*  
**\$125 per person**

Vendors - \$75 per person | Children (ages 4-10) - \$75 per person | Babies & Toddlers (ages 0-3) – no charge  
 Additional Side +\$5.95 per person | Apple Cider Donuts +\$3.50 per person | Seasonal Pies +\$4.95 per person  
 6" Display Cake and Sheet Cake +\$5.95 per person | S'mores Kits + \$4.50 per kit | **Bonfire** + \$295

*March 2026*

## GRAZING TABLE & SMALL PLATES PACKAGE

### SAMPLE TIMELINE

<p>3:30 - 4:00 pm</p> <p><b>4:00 - 4:30 pm</b></p> <p><b>4:30 - 9:00 pm</b></p> <p>4:30 pm</p> <p>5:00 pm</p> <p>5:30 pm</p> <p>7:00 pm</p> <p>7:30 pm</p> <p>7:45 pm</p> <p>8:30 pm</p> <p>9:00 pm</p>	<p><i>Guest arrivals</i></p> <p><b>CEREMONY</b> on the lawn</p> <p><b>RECEPTION</b> on the patio (<i>cocktail-style seating</i>)</p> <p>Grazing Table open to guests</p> <p>Bridal party intros &gt; Speeches &gt; Toast to the Newlyweds</p> <p>Small Plates passed throughout the event (approx 90 minutes)</p> <p>First Dance &gt; Special Dances &gt; Open dance floor</p> <p>Cut the Cake - Dessert Table, Coffee &amp; Tea Station open to guests</p> <p>Dance Set</p> <p><i>Last Call at the Bar</i></p> <p>End Event</p>
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### MENU OPTIONS

<p>GRAZING TABLE</p> <p>SMALL PLATES, passed</p> <p>BEVERAGE STATION</p> <p>COFFEE &amp; TEA STATION</p>	<p>Selection of artisan cheese and charcuterie, antipasto of marinated vegetables and mixed olives, mezzo, crudité's with dip, hummus with pita chips, fresh seasonal fruit, condiments and spreads, with assorted crackers and breads.</p> <p>Choose <b>5</b> of the following for passed service:</p> <ul style="list-style-type: none"> <li>• Beef Brisket Sliders on brioche bun with house slaw</li> <li>• Pulled Pork Tacos with Pineapple-Mango Salsa</li> <li>• Shrimp Tacos with cabbage and radish slaw, and cilantro-lime crema</li> <li>• Grilled Barbecue Chicken Skewers (<i>gf</i>)</li> <li>• BBQ Bowls with brisket, pulled pork <u>or</u> pulled chicken plus baked beans, coleslaw, topped with mini cornbread</li> <li>• Crabcakes with old bay aioli</li> <li>• Mac &amp; Cheese Bowls (<i>v</i>)</li> <li>• Chowder Cups: Corn Chowder (<i>vg/v</i>) or Clam Chowder (<i>gf</i>)</li> <li>• Mexican Street Corn Salad Bowls (<i>vg/v/gf</i>)</li> <li>• Southwest Rice Bowls with black beans, bell peppers, tomato, corn, red onion, cilantro and lime dressing (<i>v/vg/gf</i>)</li> <li>• Falafel plate with pita, lettuce, tomato, red onion (<i>vg</i>) and tzatziki (<i>v</i>)</li> <li>• Salad Cups: Garden Salad (<i>v/vg/gf</i>)   Summer Salad (<i>v/vg/gf</i>)   Harvest Salad (<i>v/gf</i>)   Mediterranean Salad (<i>v/vg/gf</i>)</li> </ul> <p>Dispensers of ice water, unsweetened iced tea, and lemonade. (Available for guests throughout the event.)</p> <p>Regular and decaf coffee, assorted tea, cream, milk, and sugar. (Served <i>after</i> dinner with dessert.)</p>
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*Grazing Table & Small Plates Menu*  
**\$130 per person**

Vendors - \$75 per person | Children (ages 4-10) - \$75 per person | Babies & Toddlers (ages 0-3) - no charge  
 Additional Small Plate +\$10 per person | Apple Cider Donuts +\$3.50 per person | Seasonal Pies +\$4.95 per person  
 6" Display Cake and Sheet Cake +\$5.95 per person | S'mores Kits + \$4.50 per kit | **Bonfire** + \$295

## BUDGET PLANNER

BARBECUE	40 guests	50 guests	60 guests
PRICE PER GUEST	\$135	\$135	\$135
FOOD COST	\$5,400	\$6,750	\$8100
7.35% SALES TAX	\$396.90	\$496.12	\$595.35
20% SERVICE CHARGE	\$1,080	\$1,350	\$1620
<b>SUBTOTAL</b>	<b>\$6876.90</b>	<b>\$8,596.12</b>	<b>\$10,315.35</b>
VENUE FEE	\$2000	\$2000	\$2000
CEREMONY FEE	\$650	\$650	\$650
<b>TOTAL</b>	<b>\$9526.90</b>	<b>\$11,246.12</b>	<b>\$12,965.35</b>

GARDEN PARTY	40 guests	50 guests	60 guests
PRICE PER GUEST	\$125	\$125	\$125
FOOD COST	\$5,000	\$6,250	\$7,500
7.35% SALES TAX	\$367.50	\$459.37	\$551.25
20% SERVICE CHARGE	\$1,000	\$1,250	\$1,500
<b>SUBTOTAL</b>	<b>\$6,367.50</b>	<b>\$7,959.37</b>	<b>\$9,551.25</b>
VENUE FEE	\$2000	\$2000	\$2000
CEREMONY FEE	\$650	\$650	\$650
<b>TOTAL</b>	<b>\$9,017.50</b>	<b>\$10,609.37</b>	<b>\$12,201.25</b>

GRAZING + SMALL PLATES	40 guests	50 guests	60 guests
PRICE PER GUEST	\$130	\$130	\$130
FOOD COST	\$5,200	\$6,500	\$7,800
7.35% SALES TAX	\$382.20	\$477.75	\$573.30
20% SERVICE CHARGE	\$1,040	\$1,300	\$1,560
<b>SUBTOTAL</b>	<b>\$6,622.20</b>	<b>\$8,277.75</b>	<b>\$9,933.30</b>
VENUE FEE	\$2000	\$2000	\$2000
CEREMONY FEE	\$650	\$650	\$650
<b>TOTAL</b>	<b>\$9,272.20</b>	<b>\$10,927.75</b>	<b>\$12,583.30</b>

## WEEKEND ADDITIONS

### **FRIDAY NIGHT WELCOME DINNER**

Greet your family & friends on our tented patio from 5:30-8:30 pm. Hire a food truck, outside caterer, or restaurant to provide dinner for your group.  
> *Cost:* \$1250 flat rate for up to 65 guests *plus* 7.35% sales tax and 20% service charge. (Price includes set-up, clean-up, and two staff members.)

### **SUGGESTED FOOD TRUCKS, CATERING TRUCKS & MOBILE BARS**

Archie Moore's

**Big Green Truck Pizza**

Blind Rhino

Bodega Taco Bar

Bubba's Brunch

Cannoli Truck

Cat's Kitchen

Copps Island Shuck Truck

Colony Grill

Crispy Melty

The Greenery

Lobster Craft

Seaside Sliders

Sully's Good Humor

Super Duper Weenie

Thimble Islands Lobster Bakes

The Tasty Yolk

The Bev Truck

Cork & Craft

CT Tap & Co

**The Liquorist MD**

Poppin' Mobile Bar

The Vintage Horse

Whimsically Tipsy

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### **SUNDAY MORNING BREAKFAST BAR**

Your cottage guests can enjoy an easy grab-and-go style breakfast served from 9:00 -10:30 am outside of our office at check-out time.

> *Cost:* \$650 flat rate for up to 28 cottage guests *plus* 7.35% sales tax and 20% service charge.

### **MENU**

- Freshly baked bagels with cream cheese, butter, honey, and jam
- Selection of baked goods, muffins or pastries
- Granola and yogurt
- Assortment of fresh fruit
- Carafes of Orange Juice + Water
- Hot Coffee & Tea

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### **FAQs & ADDITIONAL INFORMATION**

- "Weekend Additions" can be added-on to any wedding package for the fees listed above.
- "Weekend Additions" must be added-on to your event at least 6 weeks prior to your event date, please.
- Outside caterers must be pre-approved prior to booking. A service plan, menu, and food labels must be provided for safe food service.
- All vendors including outside caterers, food trucks or restaurants must provide proof of insurance at least 10 days prior to the event.
- Self-serve bars are not permitted; however, if the client chooses to serve a limited bar menu of wine and beer (no kegs), BTC can provide a staff member to service the bar. Alternatively, the client may hire an outside bar service, bar vendor, or bartender. Details must be discussed and determined at least 2 weeks prior to the event date. The client's event insurance policy must include coverage for the weekend (day of arrival through day of departure).
- The venue must be notified of any additional vendors who are servicing your event (such as DJ, band, entertainment, florist, bakery, photographer, videographer, planner, event rental vendor, etc); and, a day-of timeline or plan must be provided at least 2 weeks prior to the event.
- Additions will be added as a line item on the client's wedding invoice, unless a separate invoice is requested.

# Policies & Procedures

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**RESERVATIONS & PAYMENTS** | Event dates are based upon availability. Events should be reserved at least 6 months in advance to allow for adequate planning time. Weddings are scheduled on Saturdays only. All events are subject to a venue fee and food costs per person, plus 7.35% CT sales tax and 20% service charge. A \$1500 non-refundable reservation deposit is required to reserve and secure the date of your event, along with a signed copy of Beech Tree Cottages's Event Policies and Procedures document. A 50% deposit of the estimated balance is due no later than twelve weeks prior to the event, and upon tentative guest count, menu selection, and event timeline. The final guest count, menu selection and the remaining balance is due no later than two weeks prior to the event. Refunds will not be issued if the attendance falls below the final guest count provided. Additional charges, staffing fees, or adjustments incurred during the event will be invoiced upon conclusion of the event. Invoice is payable upon receipt. Payments should be made in person or by mail with cash or **certified bank check**. Any payments made via credit card, (Visa, MasterCard or American Express) will incur an additional 6% transaction fee and should be pre-authorized with your credit card company prior to processing. Payment in Full must be received no later than 10 days prior to your event date. Failure to make payments in a timely manner will result in the cancellation of your event and the forfeiture of all payments made to date.

**CANCELLATIONS** | The client may cancel their event at least twelve weeks prior to the event date for a refund of their deposit less the \$1500 non-refundable reservation deposit. Although we sympathize with uncooperative weather, family emergencies, personal issues or travel mix-ups, refunds will not be issued without proper notice. Failure to notify Beech Tree Cottages of a cancellation within the cancellation period will result in the loss of the entire deposit. | If the event cannot be held due to catastrophic events whereby the State of Connecticut or Federal Government has issued a state of emergency, forced closure, or public safety or health crisis, Beech Tree Cottages shall retain all advanced payments and shall offer the client an option to reschedule their event to a future and mutually agreeable date. All advanced payments will be applied to the new date and will not be refundable. If Beech Tree Cottages is unable to host an event due to Acts of God, destruction of property, or other circumstances beyond its reasonable control, the Cottages shall refund any advanced payments to the client.

**COTTAGE BOOKINGS** | For large events or weddings, clients are required to book cottages for a minimum of two nights; specifically, Friday and Saturday nights. The client's credit card will be held on file to secure the room block. A cottage guest list must be provided *prior* to booking. To confirm their reservations, cottage guests should call or email the office with their contact details and payment information. A 50% deposit is required at time of booking, with remaining balance due upon arrival. The client will be responsible for any empty cottages, late arrivals, or early departures. Cottage reservations, rates and amenities can be found on our website or discussed with your event coordinator. Reservations should be reserved and confirmed at least 6 weeks prior to arrival date.

**EVENT RENTALS** | Event Rentals *may* be needed to properly accommodate a large event or wedding, including but not limited to an additional tent, lighting, dance floor, tables, chairs, table linens, dishware, glassware, flatware, tent sides, or patio heaters. Rentals will be discussed and arranged with the event coordinator according to the client's needs and preferences. The client will be responsible for payment directly to the rental company unless arranged otherwise.

**BAR** | Beech Tree Cottages will not provide any alcoholic beverages for any bar area. Any alcoholic beverages brought on site will be at the full responsibility and expense of the client. The client is responsible for either (a) hiring a recommended or approved bar vendor to stock and service their bar, or (b) stocking the bar for their event including any beer, wine, spirits, mixers, garnishes, or specialty items needed to facilitate service. *If* the client chooses to stock their own bar, Beech Tree Cottages will provide a bartender for the duration of the event and will provide basic bar set-up (ice wells, coolers, standard bar tools, serve-ware, disposable cups, cocktail napkins, and ice) for an additional fee of \$250 per hour. The bartender will under no circumstance serve alcohol to minors and may at their sole discretion refuse to serve alcoholic beverages to any person for any reason. Self-serve bars are not permitted.

**CONDUCT** | The client and their guests shall conduct the event in an orderly manner in full compliance with all applicable laws, ordinances, and regulations and in accordance with the rules and regulations established and set forth by Beech Tree Cottages. Beech Tree Cottages reserves the right to ask any guest to remove themselves from the property if they encroach on the safety or experience of others. Beech Tree Cottages reserves the right to conclude any event at any time due to inappropriate or undesirable behavior by the client or the client's guests as determined by Beech Tree Cottage staff. Such cancellation will result in the forfeiture of all monies paid by the client.

**LIABILITY AND EVENT INSURANCE** | The client agrees to assume all responsibility for injury to persons at this event or loss of their property; and agrees responsibility for any damage or theft to Beech Tree Cottages and other contents caused by anyone attending or present on the premises as a result of the client's event. In any case of damage or theft during the event, the client is fully responsible to reimburse Beech Tree Cottages for the cost of repair or replacement to damaged or stolen items and/or property. Clients must obtain an Event Insurance Policy of \$1,000,000 naming Beech Tree Cottages as an additional insured against liability. Proof of Insurance must be given to Beech Tree Cottages at least 10 days before the event. Event Insurance can be obtained through the insurance company of the client's choosing. [No Insurance = No Event.]

**VENDORS** | The client will be responsible for hiring and coordinating outside vendors as needed or preferred - such as but not limited to a planner, hair stylist, makeup artist, florist, bar, bakery, photographer, videographer, entertainer, DJ, or band. Outside vendors must be fully licensed and must provide proof of insurance. DJs, bands, and entertainment should contact Beech Tree Cottages two weeks prior to the event to coordinate their technical and electrical needs; and should plan to arrive *at least* 1 hour prior to the event to set-up and test their equipment. Site visits should be scheduled in advance. The client shall inform Beech Tree Cottages of all specialty tables and space needed to accommodate outside vendors in advance. All deliveries, including but not limited to cakes, centerpieces, floral arrangements, decorations, alcohol, or music must be made the day of the event at designated hours, and should be scheduled with Beech Tree Cottages at least two weeks prior to the event. Beech Tree Cottages is not responsible for any mishaps, damages, or unexpected occurrences that may result from the service, behavior, or oversight of an outside vendor. Beech Tree Cottages is not responsible for vendor set-up or clean-up. Vendors must set-up and clean-up within the agreed time allotted and must remove all equipment or belongings at the conclusion of the event. Any time overages will be added to the client's final bill. *Beech Tree Cottages does not provide storage facilities, refrigeration, audio, video, or technical equipment.*

**DECORATIONS** | The client may decorate the patio area, tents, and tables with decorations of their choosing within reason and without damaging or compromising Beech Tree Cottages property or grounds. All decorations and their installation must be approved by Beech Tree Cottages. All decorations must be removed at the conclusion of the event. Candles, sparklers, or open flames are not permitted. Confetti, rice, or any other non-biodegradable materials are not permitted.

**PARKING** | Beech Tree Cottages provides parking for up to approximately 50 vehicles. Carpooling is encouraged. Beech Tree Cottages is not responsible for any loss, damage, or theft. Parking Attendants may be required for your event for an additional staffing fee.

**RESTROOMS** | Beech Tree Cottages provides two outdoor restrooms. The client may be required to rent or hire portable restrooms or restroom trailers based upon the length and size of event. ADA compliant restrooms may be rented if needed.

**SMOKING** | Beech Tree Cottages is a non-smoking facility. Absolutely no smoking is permitted in any tented area or area where food is being prepared or served. Please smoke responsibly, and do not litter butts. A designated smoking area can be set-up upon request.

**PETS** | Unfortunately, pets are not permitted on Beech Tree Cottages grounds or inside the cottages for the safety and concern of all guests. Please leave your furry friends in a safe and comfortable space off-site.

