

Beech Tree Cottages

1187 Boston Post Rd, Madison, CT 06443
 www.beechtreecottages.com | events@beechtreecottages.com | (203) 245 - 2676

VENUE RENTAL ONLY

<p>HALF DAY RENTAL <i>6 hours - flexible start/end times</i> Friday \$2100 Saturday \$2400 Sunday \$1800</p>	<p>FULL DAY RENTAL <i>12 hours - 9am to 9pm</i> Friday \$3200 Saturday \$3600</p>	<p>WEEKEND RENTAL <i>Friday Noon to Sunday Noon</i> *cottage room block required* \$4800</p>
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SAMPLE TENT LAYOUT	THE VENUE INCLUDES:
	<ul style="list-style-type: none"> • 1600 sqft PATIO with mix of pavers and turf • 40x40 ft Frame TENT • Farmhouse-style Chandelier • Bistro-style string lights • Lounge seating set • Round Dinner Tables (5ft/60in) x 8 qty • Hightop Cocktail Tables (30") x 4-6 qty • Buffet Tables (8ft) x 3 qty + (6ft) x 1 qty • White-Padded Folding Chairs, <i>up to 65 qty</i> • White Tablecloths for venue-supplied tables + Restrooms + Parking for up to 30 vehicles

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 Mely 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

Policies & Procedures

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 OPEN LAWN BEST SUITED FOR THOSE PLANNING A GARDEN OR BACKYARD STYLE CELEBRATION WITH ON-SITE WEEKEND ACCOMMODATIONS FOR THEIR GUESTS.

KEY POINTS & ADDITIONAL INFORMATION

- Our tented patio space can accommodate up to 65 seated guests or 75 standing guests.
- Clients are responsible for hiring professional vendors to service their event.
- Any and all vendors servicing the event must provide contact information, start/end times, and proof of insurance at least 2-weeks prior to the event date.
- Outside caterers must provide a menu and service plan at least 2 weeks prior to the event date. *Service or catering staff is highly recommended.*
- A guest count and day-of timeline must be provided at least 2 weeks prior to the event date.
- If hosting a wedding, an event planner or day-of coordinator is required to facilitate and manage your event.
- If hosting a wedding ceremony, chair rental may be added on to your invoice for ceremony seating. Pricing determined by chair style and quantity.
- As a courtesy to our guests and neighbors, all events must end by **9pm**. (If your group books *all* cottages, the end time can be pushed to 10pm.)
- Events must be set-up and fully cleaned-up according to the contracted time. Time overages will result in additional charges.
- Self-serve bars are not permitted.
- Event & Liability Insurance is required for all events.

RESERVATIONS & PAYMENTS | Event dates are based upon availability. Events should be reserved at least 6 months in advance to allow for adequate planning time. All events are subject to a venue rental fee. A \$500 *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. The remaining balance is due no later than two weeks (14 days) prior to the event - along with all vendor contacts, a final guest count, food service plan, menu, and day-of timeline. Additional charges, staffing fees, time overages, 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 two weeks (14 days) prior to the event date. No refunds will be issued for the \$500 non-refundable reservation deposit. Failure to notify Beech Tree Cottages of a cancellation within the cancellation period will result in the loss of the entire deposit. Although we sympathize with uncooperative weather, family emergencies, personal issues or travel mix-ups, refunds will not be issued without proper notice. | 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 | To keep the property private for their event, clients and their guests can book all 9 cottages for a minimum two-night stay. Cottage photographs, descriptions, and amenities can be found on our [website](#). [If you do *not* wish to hold all cottages for your group then the cottages will be open to guests outside of your party.] The client's credit card will be held on file to secure a 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.

BARS | Self-serve bars are not permitted. Any alcoholic beverages brought on site will be at the full responsibility and expense of the client. The client is responsible for hiring a licensed and insured bartender or bar vendor to stock and service their bar.

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 caterer, food truck, 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. 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 decorations, floral arrangements, cakes, centerpieces, signage, or music must be made the day of the event within the contracted time. 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. All decorations and flowers must be removed at the conclusion of the contracted time.

CLEAN UP | All personal items, decorations, flowers, or other items brought onsite by the client or their guests must be removed within the contracted time. Two bins will be provided for trash and recycling. Full trash bins can be emptied in the venue's dumpster. A fee may be charged for an excessive amount of trash and requires an unscheduled trash pick-up collection.

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 the 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.

