Beech Tree Cottages

WEDDINGS & EVENTS

2025 - 2026

Fox & Veil Photography

BEECH TREE COTTAGES IS A CHARMING OUTDOOR VENUE FEATURING A TENTED PATIO AND SPRAWLING LAWN SURROUNDED BY A COLLECTION OF VINTAGE COTTAGES. NESTLED ON A THREE-ACRE LANDSCAPED ESTATE ON THE CONNECTICUT SHORELINE, OUR PROPERTY IS BEST SUITED FOR THOSE PLANNING A GARDEN OR BACKYARD STYLE EVENT WITH WEEKEND ACCOMODATION FOR THEIR GUESTS.

VENUE | Our outdoor venue includes usage of a 1,600 square foot patio and an open lawn space. The patio includes a 40x40ft Frame Tent with chandelier and café-style string lights, a lounge seating set, and a selection of dinner tables, buffet tables, high-top cocktail tables, and garden chairs; plus two restrooms. Additional event rentals may be required to comfortably accommodate your event. Our patio can host up to 65 seated guests or up to 75 standing guests.

CATERING & STAFFING | Beech Tree Cottages provides in-house on-site catering and staffing for your event from set-up to clean-up; including a professional and experienced coordinator to help facilitate and manage your event from planning to the day-of. Clients are responsible for hiring a recommended bar vendor *or* for stocking the bar for their event, in which case Beech Tree Cottages will provide a bartender for the duration of the event and will provide a basic bar set-up for an additional fee. **|** *If* you do not wish to utilize our in-house services, you may hire a pre-approved outside caterer for an additional venue and/or staffing fee. All events must be fully staffed.

COTTAGES | To keep events private, wedding couples and their guests must book all cottages for the weekend - arriving Friday and departing Sunday with wedding held on Saturday. Cottages can accommodate 2 to 4 guests each. The property can accommodate a maximum occupancy of 28 guests. Current rates and amenities can be found on our website.

LOCATION | Described as a "dream town" by Coastal Living Magazine, Madison, Connecticut is a charming and quintessential New England beachside community. Conveniently situated between New York 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.

ADDITIONAL INFORMATION | We host a limited number of weddings per season from mid May through early October. | We host only <u>one</u> wedding per weekend. | Weddings are held on Saturdays only with cottage guests arriving Friday and departing Sunday. | As a courtesy to our neighbors, all events must end by 10pm. | Weddings should be booked at least 6 months in advance to allow for adequate planning time. | Our pricing does *not* include your bar, event rentals, vendors, decorations or flowers. | Event & Liability Insurance is required for all events. | Due to ongoing and unpredictable cost increases, all prices are subject to change.

W E D D I N G S

>> Venue Fee: $1995 | Ceremony Fee: $395 | Food Minimum: $5000

- Our tented patio space can accommodate *up to* **65** seated guests.
- Weddings are scheduled for **4 hours** (reception) or **5 hours** (ceremony + reception) - *plus* 3 hour setup and 1 hour cleanup time for host and vendors.
- Beech Tree Cottages provides in-house/on-site catering and servers for the duration of the event, including set-up and clean-up. And, an event coordinator will assist with lead-up and day-of management of the event.
- The space includes buffet tables (4 qty), round dinner tables (8 qty), high-top cocktail tables (4 qty), folding chairs (65 qty), and tablecloths; *plus* one place setting per guest (including dinner plate, dinner fork, dinner knife, linen napkin, and water glass).
- You may choose to rent alternative style tables, chairs, linens or tableware - in which case, we can assist you in placing an order with a preferred Event Rental Vendor or the cost of which can be added onto your invoice.

RECEPTION MENU

COCKTAIL HOUR

Grazing Table with a selection of artisan cheese and charcuterie, antipasto of mixed olives and marinated vegetables, mezze, crudités with hummus dip, fresh fruit, condiments and spreads, with assorted crackers and breads.

BUFFET DINNER

MAINS | **Beef Brisket** (*gf*) + **Pulled Pork** (*gf*) + **Barbecue Chicken** (*gf*)

You may substitute one entree above for one vegetarian/vegan option:

- Baked Sweet Potatoes with black beans, roasted corn, red onion, radishes, cilantro, and avocado-lime crema (*v/vg/gf*)
- Penne with sundried tomatoes, mushrooms, zucchini, and peppers with fresh basil and parmesan *(v) or without parmesan (v/vg)*

SIDES | Your choice of three options:

- Mediterranean Salad: mixed greens, chickpeas, olives, tomato, cucumber, red onion, parsley, lemon, and feta + red wine vinaigrette (*v/gf*)
- Summer Salad : mixed greens, strawberries, cucumbers, red onion, and mint + lemon vinaigrette *(v/vg/gf)*
- Harvest Salad : mixed greens, roasted sweet potatoes, green apples, cranberries, goat cheese + honey Dijon vinaigrette *(v/gf)*
- Garden Salad : mixed greens, tomato, cucumber, carrot, and red onion + creamy balsamic vinaigrette *(v/vg/gf)*
- Green Beans *(v/vg/gf)*
- Grilled Summer Vegetable Skewers *(v/vg/gf)*
- Mexican Street Corn Salad (*v/gf*)
- Classic Roasted Potatoes *(v/vg/gf)*
- Skillet-Roasted Brussels Sprouts with bacon *(gf) or without bacon (v/vg/gf)*
- Cast-Iron Maple Baked Beans *(gf)*
- Housemade Mac & Cheese *(v)*

+ Cornbread, Coleslaw, and BBQ Sauce

BEVERAGE STATION

- Dispensers of iced tea, lemonade, and water
- Ice wells with cans soda and sparkling water
- Hot Coffee & Tea Station *after* dinner

Standard Package Price
$125 per person

Vendors - $75 per person | Children (ages 4-10) - $75 per person | Babies & Toddlers (ages 0-3) – no charge
Additional Side +$4.25 per person | Apple Cider Donuts +$3.50 per person | Seasonal Pies +$4.50 per person
6" Display Cake and Sheet Cake +$4.95 per person | S'mores Kits + $4.25 per person | **Bonfire** + $295

Due to ongoing and unpredictable cost increases, prices are subject to change.
v = vegetarian | vg = vegan | gf = gluten free

WEDDINGS

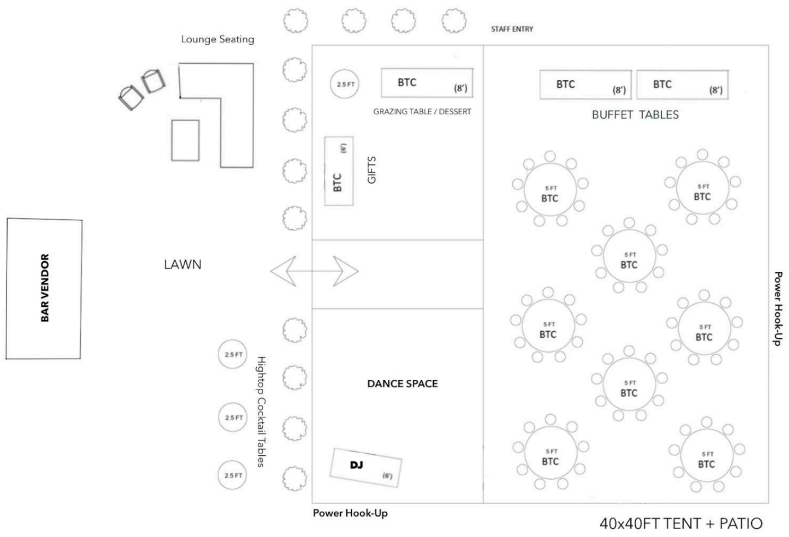
SAMPLE TENT LAYOUT

VENUE includes:

- 40x40 ft Frame Tent
- Patio with mix of pavers and turf
- Farmhouse Chandelier
- Bistro-style string lights
- 8 qty x Round Dinner Tables (5ft/60in)
- 3 qty x Banquet Tables (8ft)
- 1 qty x Banquet Table (6ft)
- 4 qty x Hightop Cocktail Tables (30")
- *up to* 65 qty x White-Padded Folding Chairs
- Tablecloths for venue-supplied tables
- Dinnerware, Silverware, Glassware, Napkins (*one place-setting per guest*)

+ 2 Garden Restrooms

+ Parking for *up to* 50 vehicles (*with additional remote parking for vendors*)



BUDGET PLANNER	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	$459.38	$551.25
20% SERVICE CHARGE	$1,000	$1,250	$1,500
SUBTOTAL	**$6367.50**	**$7,959.38**	**$9,551.25**
VENUE FEE	$1995	$1995	$1995
CEREMONY FEE	$395	$395	$395
TOTAL	**$8,757.50**	**$10,349.38**	**$11,941.25**

PAYMENT SCHEDULE		
Reservation Deposit	$1500, non-refundable	Due at time of booking
Event Deposit	50% of estimated balance	Due 12 weeks prior to event date
Event Balance	Final Guest Count + Remaining Balance	Due 2 weeks prior to event date

Policies & Procedures

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 must 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 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 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 40-50 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.

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.

I/We have read the contents of the Beech Tree Cottages Event Policies and Procedures document, and I/We agree to abide by the terms and conditions set forth while having our event at the Beech Tree Cottages premises.

_____	_____
CLIENT SIGNATURE Date	CLIENT SIGNATURE Date
_____	_____
PRINTED NAME	PRINTED NAME
_____	_____
PHONE	PHONE
_____	_____
EMAIL	EMAIL
_____	_____
_____	_____
_____	_____
_____	_____
ADDRESS	ADDRESS

EVENT PACKAGE: _____

EVENT DATE: _____

Estimated Guest Count: _____

NOTES: