

RIVERTOWN INN



Please complete the contract below with dates and times requested. A fifty percent deposit must accompany this application to hold a date. **This contract does not guarantee your reservation until approved and signed by the Innkeeper or Event Coordinator.** We will notify you if your reservation is accepted. Any rental equipment, vendor delivery times, or changes to the event contract must be submitted in writing and approved by the Innkeeper or Event Coordinator.

Contact Person _____ Telephone _____

Wedding Coordinator _____ Telephone _____

Bride _____ Home _____ Cell _____

Groom _____ Home _____ Cell _____

Street Address _____

City, State, Zip _____

E-Mail Address _____

A fifty percent deposit must accompany this application to hold a date. Please indicate your preferred form of payment: Credit Card Personal Check Cash

Credit Card _____ Exp. Date _____ Security Code _____

Event Package Requested: *(circle one)*

Intimate Elopement

An Affair to Remember (Wedding Weekend)

DATE SECURED _____ DAY(S) OF THE WEEK _____

START TIME (Ceremony) _____ END TIME (Ceremony) _____

Reception Site (*other than Rivertown Inn*) _____

Officiant Name _____ *Civil or Christian*

REHEARSAL DATE _____ DAY _____ TIME _____

Trellis Events allows for a one-hour rehearsal. Please call 651.439.9039 to check times available.

ATTENDANCE

Projected maximum attendance - ceremony _____

Project maximum attendance – reception/overnight guests _____

What parts of the wedding will be held at Rivertown Inn? (*circle one*)

Grooms Dinner Reception Overnight Accommodations Only

OUTSIDE VENDORS & DELIVERIES

Do you have any outside vendors (caterer, baker, florist, photographer, etc.) that will be making deliveries the day of your event? *Yes No*

If yes, please list the name of each vendor, their planned time of arrival below, and to which location (*Trellis Events or Rivertown Inn*) they will be making their delivery. Vendors and delivery times are subject to approval by the Innkeeper and Event Coordinator.

Vendor Name:

Delivery Time:

Do you plan to rent equipment for your event other than what is included in the package for both sites?

Yes No

If so, what equipment?

Proposed Delivery Date: _____ Proposed Delivery Time: _____

Proposed Pick-Up Date: _____ Proposed Pick-up Time: _____

Name of Rental Company: _____

Approved by Innkeeper/Event Coordinator? *Yes No* Initials: _____ Date: _____ (*for office use only*)

FURNITURE SET-UP

Please submit a set-up diagram with your desired room arrangements for a reception at Rivertown Inn. Attach additional set-ups separately.

MUSIC

Trellis Events offers surround sound audio systems for amplification of musicians, audio CD or iPod during the ceremony, along with their musician courtyard. In deference to our neighbors, Rivertown Inn does not allow bands or DJs on-site. Rivertown Inn does provide a piano, as well as a Bose stereo with CD player and iPod connection.

Trellis Events and Rivertown Inn can also provide references for a pianist, harpist, violinist, etc. for the ceremony and/or reception.

Will there be music at the ceremony? *Yes* *No*

Type of Music _____ Who will be providing the music? _____

Will there be music at the reception? *Yes* *No*

Type of Music _____ Who will be providing the music? _____

OVERNIGHT GUESTS:

Name(s): _____ Room: _____

Name(s): _____ Room: _____

Name(s): _____ Room: _____

Name(s): _____ Room: _____

Name(s): _____ Room: _____

Name(s): _____ Room: _____

Name(s): _____ Room: _____

Name(s): _____ Room: _____

Name(s): _____ Room: _____

Overnight Guests Paying Separately: (YES / NO)

***Rooms must be guaranteed with a credit card at the time your event is booked and part of the cost will be included in the deposit. If your guests are paying for their own rooms Rivertown Inn will require their credit card and additional information to confirm. They will need to call Rivertown Inn directly in order to make their room reservations at 651.430.2955.*

Dietary Restrictions/Allergies: Our Social Hour and 3-Course Gourmet Breakfast are included in the room pricing and Dinner may be served upon request. We ask to be notified of any dietary restrictions or allergies that event guests or overnight guests may have. If overnight guests are paying separately, we ask that they notify us of any restrictions they may have when they reserve their room. If one person is responsible for payment, that person is also responsible for notifying us of any restrictions or allergies their guests may have.

Name: _____ Restriction/Allergy: _____

Name: _____ Restriction/Allergy: _____

Name: _____ Restriction/Allergy: _____

EVENT TIMELINE

Date: _____

7:30am	3:00pm
8:00am	3:30pm
8:30am	4:00pm
9:00am	4:30pm
9:30am	5:00pm
10:00am	5:30pm
10:30am	6:00pm
11:00am	6:30pm
11:30am	7:00pm
12:00pm	7:30pm
12:30pm	8:00pm
1:00pm	8:30pm
1:30pm	9:00pm
2:00pm	9:30pm
2:30pm	10:00pm

POLICIES

Deposit

A deposit of 50% of all fees is due and payable upon receipt of a signed contract by Rivertown Inn and Trellis Events, which guarantees your date. The remaining 50% is due and payable sixty (60) days before the event. Rooms must be guaranteed with a credit card at the time your event is booked and partial payment is included in the deposit. If your guests are paying for their own rooms Rivertown Inn will require their credit card and additional information to confirm. Guests will need to call Rivertown Inn directly in order to make their room reservations. The event host will be held responsible in the case of non-payment by an overnight guest.

Cancellation Policy

The 50% deposit is non-refundable should the event be cancelled at any time for any reason. Cancellation thirty (30) days or less from the first day of the scheduled stay will result in forfeiture of the remaining 50% fees plus taxes.

Other couples will be turned away from your date and time. Should you choose to reschedule your wedding to another date or year; a \$150 administration fee will be assessed. We have the right to notify you, 180 days (six months) previous to your ceremony date, if your date is not workable. Rivertown Inn & Trellis Events may use pictures of your event, on our sites, for marketing materials.

Damages

Trellis Events and Rivertown Inn are beautiful sites with irreplaceable features. All guests must treat our grounds with respect or they will be asked to leave the properties. The renter is liable for any damage to either property, caused by their guests. The stone benches, urns and statuary cannot be moved. Throwing of rice or birdseed is not allowed; however silk flowers and bubble containers may be used during the processional. Note: bubble containers and silk flowers must be picked up by the wedding party immediately after the ceremony or there will be a \$300 fee assessed for clean up.

Candles and smoking are absolutely not permitted in any of the rooms at Rivertown Inn by order of the Fire Marshall. Any damage incurred involving candles or matches will be the responsibility of the event host. Any evidence of smoking or candles in the rooms will result in an automatic \$300.00 housekeeping fee charged to the event host. Further charges may result depending on the level of damage. If there are missing items after your event, you will be charged a replacement fee.

Decoration

Decorations can be brought in to both properties. No nails, staples or permanent adhesives can be used. There are no signs or balloons allowed at or near Trellis Events, including 80th Street and Manning Ave. Loose rose petals may stain linens and bedding at Rivertown Inn and are therefore not allowed; however silk petals may be used.

Photography

Trellis Events offers photography services through Trellis Photography. However, you are welcome to have the photographer of your choice. Please have your photographers and guests respect the Trellis Events homestead area. No photos beyond the pine tree's north side. The stone benches, urns and statuary cannot be moved. No furnishings at Rivertown Inn may be moved for photos without direct permission from the Innkeeper or Event Coordinator.

Children

Children are an important part of these events and are welcome to participate. However, children (under the age of 18) must be chaperoned by an adult at all times. Rivertown Inn and Trellis Events are not responsible for any injuries incurred by improper use of our statuary, grounds, or furnishings. Any damages incurred to either property are the responsibility of the renter. Due to the delicate antiques and luxurious accommodations of the Rivertown Inn, only children age 12 and older are allowed to stay overnight, all others must depart by 10:00pm.

Event Duration

The Affair to Remember & Intimate Elopement package include a three-hour afternoon or two-hour evening rental of Trellis Events and two-night room or whole house reservation of Rivertown Inn. An additional fee of \$150, per 10 minutes, will be charged if time exceeds contract. We often have an event or guests before or after yours and ask that you to respect your scheduled time. Regular check-in and check-out times of 4:00pm and 12:00pm at Rivertown Inn still apply for events.

Food Service

Rivertown Inn offers customized menus for Lunch and Dinner Service. We encourage you to meet with Chef Anthony Tschida to plan a customized menu for your special event. Pricing and availability is subject to change depending on season and menu items selected. All menus must be finalized with Chef Anthony Tschida at least two weeks prior to the event. Lunch and Dinner Service is not included in the pricing for our wedding packages, charges will be added to the total event price.

Rivertown Inn is equipped with a Wine and Beer License and can provide these items to your guests. Sparkling wine is included in the package price as part of the Wedding Cake Reception and wine is provided during social hour for up to 18 guests. Additional bottles may be served at an added cost. Liquor, other than wine and beer, may be served at Rivertown Inn by a bartender from a licensed catering company. Rivertown Inn must receive a copy of the company's catering license before they will be allowed to serve alcohol at the event.

Trellis Events does not have a liquor license and it is not allowed on the premises.

Equipment Rental

Trellis Events and Rivertown Inn provide ample equipment for events and a list of what is provided can be found in the package details. Any other rental equipment needed will be the responsibility of the renter and must be approved by the Innkeeper and Event Coordinator. Delivery and Pick-up times must also be approved by the Innkeeper and Event Coordinator.

Event Timeline

Please provide Rivertown Inn and Trellis Events with a completed Event Timeline at least two weeks prior to the event in order to confirm ceremony and reception details. An Event Timeline chart is included in the contract.

In deference to our neighbors, all event activities must end by 10:00pm at Trellis Events and 11:00pm at Rivertown Inn. Event guests will be expected to depart. Overnight guests must depart from the Inn for outside activities or return to their rooms in order to ensure clean-up and next-day preparation.

Parking

All ceremony parking is in Trellis parking lot (including bridal party). Homestead drive cannot be used for drop-off and pick-up, unless someone has trouble walking from the parking lot to the ceremony site. There are no cars allowed to park in this area. Reception Parking is provided for overnight guests at Rivertown Inn in our private lot. Additional guests are welcome to park on 5th Street.

Optional Items and Pricing

Due 14 days prior to event

Trellis Events - Ceremony

with tax

Dove Release	\$100	\$107.13	
Floor Runner (<i>custom size needs to be purchased from Trellis</i>).	\$40	\$42.85	
Truffles	.50 each	.54 each	
Bottled Water - Iced	\$1/bottle	\$1.07/bottle	
Elegant White Chair Covers, with reserved sign	\$5 each	\$5.36 each	
Beautiful 4' Candelabra's (<i>for canopy columns</i>).	\$60 pair	\$64.28 pair	
Beautiful White Silk Flowering Urns (<i>for canopy columns</i>).	\$30 pair	\$32.14 pair	
Additional hours may be available.	\$300/hour	\$300/hour	
Officiant	\$250	\$250	
Decorated White Wagon (<i>for child to enter</i>)	\$30	\$32.14	
Ceremony Musician <i>Harpist, Guitarist, Violinist</i>	\$250/ 3 hours	\$250/ 3 hours	
Ceremony Photography <i>3 hours of photography includes: Formal portraits of family and wedding party, wedding ceremony, casual portraits of brid & groom and wedding party, all adjusted images on a DVD, full rights to your photos, 13x11 photobook of your favorite images, 250 postcards</i>	\$1,695		
Ceremony & Reception Photography <i>Full Service Wedding Day Coverage including: Formal portraits of family & wedding party, wedding ceremony, casual portraits of bride & groom & wedding party, reception, all adjusted images on a DVD, full rights to your photos, 13x11 photobook of your favorite images, 250 postcards</i>	\$2,195		
TOTAL OPTIONAL ITEMS – Trellis Events	----- ---		

Rivertown Inn – Reception & Overnight Stay

with tax

Romance Package – includes a bottle of sparkling wine, single long-stem rose, four chocolate truffles and a love poetry book. Placed in the Bridal Suite upon arrival	\$50	\$53.56	
Deluxe Romance Package – includes a bottle of sparkling wine, one dozen roses, four chocolate truffles and a love poetry book	\$100	\$107.13	
Ultimate Romance Package – includes a bottle of Veuve Clicquot Brut Yellow Label champagne, one dozen long-stem roses, four chocolate truffles, a love poetry book and two keepsake champagne flutes etched with the Rivertown Inn logo.	\$150	\$160.69	
Rivertown Inn Champagne Flutes with Personalized Engraving	\$35 pair	\$36.43 pair	
Half Hour Massage	\$55 each	\$58.92 each	
Full Hour Massage	\$85 each	\$91.06	
Two Consecutive One Hour Massages	\$150	\$160.69	
Bottle of Wine or Champagne	<i>Price Varies</i>	<i>Price Varies</i>	
Five-Course Dinner with Wine Pairing	\$80 per person <i>Price may vary depending on selections, additional service charge</i>	\$102.50 per person <i>Price may vary depending on selections, plus additional service charge</i>	
Social Hour – Wine and hors d'oeuvres are included for 18 overnight guests in Affair to Remember Package	\$10 per person	\$10 per person	
Lunch Service – Limited to 26 guests	\$20 per person <i>Price may vary depending on selections</i>	\$20 per person <i>Price may vary depending on selections</i>	
Breakfast Service – Breakfast service for 18 overnight guests is included in the Affair to Remember Package	\$15 per person	\$15 per person	
TOTAL OPTIONAL ITEMS – Rivertown Inn	----- ---		

AFFAIR TO REMEMBER PACKAGE INCLUDES:

Welcome up to 20 family members and friends (includes wedding party) to celebrate an elegant wedding affair or vow renewal that you will always remember.

CEREMONY AT TRELIS EVENTS:

- Rental of Trellis Events’ Gazebo setting for ceremony. 3-hour rental for afternoon ceremonies, 2-hour rental for evening ceremonies (8-10pm)
- Use of a charming two-story guest cottage, outfitted with iron/ironing board, notions, makeup mirrors in the bride’s quarters, refrigerator, air conditioning and air-hockey and games in the groom’s room.
- Surround sound audio systems for amplification of officiant, bride and groom, musicians, audio CD or iPod.
- On-site Trellis Events wedding coordinators before, during and after ceremony.
- 50 white chairs. You are responsible for the set up and take down of additional rented chairs before and after the ceremony. Action Rental in Stillwater 651.439.6592
- 40 white double satin umbrellas, if needed.
- Iron unity candle stand.
- Organdy laced rose bulbs for afternoon events
- European candle lanterns and 4’ candelabras for evening events
- Table in the ceremony area for sand/roses/etc....
- Two buffet tables for guest book, gifts and programs.
- Musician courtyard, including many outlets.
- Thursday night rehearsal x 1 hour

RECEPTION/OVERNIGHT ACCOMMODATIONS AT RIVERTOWN INN:

- Wedding consultation with Innkeeper and Chef of Rivertown Inn
- On-site Event Coordinator both nights
- Whole house rental of Rivertown Inn for guests and/or wedding party for two nights. Includes all nine suites and bedchambers. Two people per room. All guest quarters feature a private bath with a double whirlpool tub, gas fireplace, spa-quality bath amenities and luxurious décor.
- 3-course gourmet breakfast each morning for up to 18 people (overnight guests). \$15 per person for each additional guest. Breakfast may be served for up to 26 people with two separate breakfast seatings
- Social hour each evening with wine and hors d’oeuvres for 18 guests (overnight guests). \$10 per person for each additional guest. We can accommodate up to 26 guests for social hour. Wine upgrades available at an extra charge.
- Complimentary bottled water, soda and coffee/tea service for all overnight guests
- On-site Rivertown Inn wedding coordinators/innkeepers
- Linens, glassware, flatware, plates and tables for the dining rooms and front porch.
- Wedding cake reception with custom designed wedding cake and champagne for up to 20 guests.

	<i>Total</i>	<i>with tax</i>	
Affair to Remember Package - Two Weeknights & Evening Ceremony	\$7,150.00	\$7,698.79	
Affair to Remember Package - Two Weeknights & Afternoon Ceremony	\$7,450.00	\$7,998.79	
Affair to Remember Package - Weekend (Fri-Sun) & Evening Ceremony	\$7,540.00	\$8,125.29	
Affair to Remember Package – Weekend (Fri-Sun) & Afternoon Ceremony	\$7,840.00	\$8,425.29	

Evening ceremonies must take place between 8:00-10:00pm. Time slots available for afternoon ceremonies include 9:30-12:30, 1:00-4:00, and 4:30-7:30.

INTIMATE ELOPEMENT PACKAGE INCLUDES:

For those wishing to have a truly intimate affair, we offer a special elopement package for the bride and groom, up to four witnesses, and an officiate

- Wedding consultations with Trellis Wedding Coordinator, Innkeeper and Chef of Rivertown Inn.
- Rental of Trellis Events' Gazebo setting for ceremony. *2-Hour rental for evening ceremonies (8-10pm), 3-hour rental for afternoon ceremonies*
- Use of Trellis Events' charming two-story guest cottage, outfitted with iron/ironing board, notions, makeup mirrors in the bride's quarters, refrigerator, air conditioning and air-hockey and games in the groom's room.
- Surround sound audio systems for amplification of officiant, bride and groom, musicians, audio CD or iPod.
- Wedding coordinators before, during and after ceremony.
- White chairs, if needed.
- White double satin umbrellas, if needed.
- Iron unity candle stand.
- Organdy laced rose bulbs for afternoon ceremonies
- European candle lanterns for evening ceremonies
- Bridal bouquet and matching boutonniere for the groom
- Table in the ceremony area for sand/roses/etc....
- Musician courtyard, including many outlets.
- Thursday night rehearsal x 1 hour
- Two-night stay in any main house suite or bedchamber. *Upgrade to Carriage House Grand Suite, based on availability. Includes a 3-course gourmet breakfast at a private table each morning and Social Hour with wine and hors d'oeuvres each evening.*
- Wedding cake reception with an 8-inch round custom wedding cake and champagne for bride, groom and four witnesses. *Price may increase depending on your selection.*
- Two champagne flutes etched with the Rivertown Inn logo and a personalized message of your choice
- A keepsake gift from Trellis Events and Rivertown Inn to remember your special day.

Intimate Elopement Package with Evening Ceremony	\$1,920.00	\$1,999.03 <i>with tax</i>	
Intimate Elopement Package with Afternoon Ceremony	\$2,220.00	\$2,299.03 <i>with tax</i>	

Evening ceremonies must take place between 8:00-10:00pm. Time slots available for afternoon ceremonies include 9:30-12:30, 1:00-4:00, and 4:30-7:30. Upgrade to the Agatha Christie or Oscar Wilde Carriage House Suite for an additional \$250, based on availability.

