

# SONNENBERG GARDENS & MANSION STATE HISTORIC PARK

## Carriage House Reception (with or without ceremony, please circle your choice) Rental Contract [Garden Season]

To reserve a date and time for your event, please fill out and sign this contract and mail it with your deposit. Checks should be made out to Sonnenberg Gardens, 151 Charlotte St., Canandaigua, NY 14424

Date of Event: \_\_\_\_\_ Start time: \_\_\_\_\_ EST# of guests \_\_\_\_\_

**Carriage House Reception - \$3,700 site/service fee (Deposit = \$1,850)** \_\_\_\_\_ Ceremony Site  
\_\_\_\_\_ For 70 or fewer guests (sit-down meal/dancing) **Primary Pergola site OR Smaller Site**  
\_\_\_\_\_ For 99 or fewer guests (Cocktail-party style setup, no dance floor)

Includes optional 5 p.m. wedding ceremony, admission and tram service for guests, a dressing room for the bride and her attendants in the Mansion, and staff onsite for the wedding rehearsal, ceremony and reception. All receptions must end by 11 p.m.; if an earlier start time is booked, the reception concludes 6 hours later. Sonnenberg's coordination service includes arrangement for setup and teardown of dinner tables and chairs, bar service tables, catering prep tables, tables for DJ, gifts, cake, and any other tables needed inside the air-conditioned Carriage House. For 60 guests or less, a wooden dance floor is also included. Client may have use of the courtyard area in front of the Carriage House for a cocktail hour if weather permits, but additional costs for tables and chairs in that area may be incurred. All alcohol must remain in this area and cannot be taken into the gardens.

### I further agree that:

All decorations (including flower petals on the ground at ceremony site or otherwise) must be removed immediately following the reception as there may be another ceremony or reception the next day and Sonnenberg is a park open to the public therefore my items may not be secure. All couples will incur a **\$300 cleaning** fee if any area of the Carriage House, the ceremony site or the Bride's room are left in disarray or items are just left for Sonnenberg Staff to tend to. I understand that a tent to shield my guests may be put up at the ceremony site when there is a chance of rain forecasted, and that the decision to pitch the rain tent is made by Sonnenberg at least forty-eight (48) hours prior to the first scheduled event that weekend. I acknowledge I am responsible for the **fee (\$150 if tent is shared for multiple ceremonies over same weekend at Primary Pergola site, \$300 if mine is the only booking that weekend)** that will be incurred if the tent is needed. I also understand that once a tent is put up for that weekend, it cannot be taken down, regardless of changes in the weather. Sonnenberg makes no guarantee of which location will be available for our ceremony or reception in the case of unforeseen rain, nor guarantees the appearance of any given site on the estate, including the wedding site. I understand that there may be restoration/renovations occurring on the property that may affect the appearance of certain areas of the estate. If I am having a catered event, I understand that my caterer must be from the pre-approved vendor list on the wedding webpage, or must be approved by Sonnenberg management, and a catering site fee may apply. I understand all receptions must end by 11 p.m. or after 6 hours, if my event starts before 5 p.m. I understand that multiple events may be held at Sonnenberg on any given day. **I understand that if I or anyone associated with my event cancels the booking, my deposit is non-refundable. The balance of my rental fee must be paid thirty (30) days prior to my ceremony/reception event. I understand that if I change my date more than 2 weeks after booking, I am responsible for a \$75 rescheduling fee.** I agree to hold Sonnenberg harmless from any liability resulting from acts of omission of Sonnenberg, their agents, employees, independent contractors, visitors or other persons acting on their instruction or with or without their consent. Sonnenberg Gardens & Mansion State Historic Park reserves the right to change, without notice, any policy or procedure that has been communicated either orally or in writing.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Work Phone Number

Bride's Name \_\_\_\_\_ Groom's Name \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

Office Use Only

By signing below, Sonnenberg acknowledges receipt of the \_\_\_\_\_ renter's deposit and agrees to reserve date/time of \_\_\_\_\_ for the above event. The **NON-REFUNDABLE** deposit is applied towards the event's total site/service fee.

\_\_\_\_\_  
Signature of Sonnenberg Gardens & Mansion SHP Representative

\_\_\_\_\_  
Date

2018 Pricing