

SONNENBERG GARDENS & MANSION STATE HISTORIC PARK

Tented Reception Rental Contract w/o Ceremony

Please fill out, sign and mail this contract, with deposit to: **Sonnenberg Gardens**, 151 Charlotte St., Canandaigua, NY 14424

Date of Event: _____ **Start time:** _____ **EST# of guests** _____

Tented Receptions include use of Sonnenberg for 6 hours. Those starting earlier than 5 pm (with Private Event Manager's permission) will conclude after **6 hours**, but all receptions must end by 11pm. In all rental bookings listed below, Sonnenberg will furnish electric and water to the tent site, the bride's room in the mansion to use if wanted and staff onsite for the reception. Admission for guests is also provided on the day of the wedding. The fees mentioned below are for the new 60 x 100 framed tent that is to go on the new tent pad and use of the newly renovated Aviary for your cocktail hour, plus use of anywhere on the grounds for photos. Use of the Carriage House restrooms is available right across the way. Sonnenberg's coordination service includes arrangement for rental, setup and teardown of reception and catering tents, a tent liner, 60" round dinner tables and white Samsonite chairs, 4 antique white chandeliers and basic (standard) tent lighting. The whole tent itself will also have a floor to it. Included are 6' banquet service tables for DJ, cake, gift, bar setup and a number of catering service tables to be used under the catering prep tent. Client is responsible for rental of any additional tables and/or chairs, such as those used for cocktail hour **held outside of tent**, as in the newly renovated Aviary building and patio behind. Couples also have the option to have their cocktail hour on the Mansion Veranda for an **additional fee of \$400**. All alcohol must remain in cocktail area or tent areas, in sight of the Caterer. **Staging for a live band will also incur an ala carte fee.**

_____ Reception for **75-150 people is \$5,200; Deposit = \$2,600**

_____ Reception for **151-200 people is \$5700; Deposit= \$2,850**

_____ Reception for **201-250 people is \$6300; Deposit = \$3,150**

_____ Reception for **250 or above requires a 60 x 100 tent or greater and the rental of a restroom trailer** and would be over by the front side of the mansion in front of the Italian Garden Wall and will not include the floor, the chandeliers or the tent liner. **Please call for pricing.**

I, _____ understand that if I or anyone associated with my event cancels the booking, the _____ deposit paid 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 further agree that:

All decorations (including flower petals on the ground) must be removed immediately following the reception as there may be another 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 tent, the catering area, the Carriage House or the Bride's room are left in disarray or items are just left for Sonnenberg Staff to tend to. 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. I understand that multiple events may be held at Sonnenberg on any given day. 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

Bride's Phone Number

City, State, Zip

Bride's Work Phone Number

Bride's Name

Groom's Name

Email: _____ Phone/Email: _____

For Office Use

By signing below, Sonnenberg acknowledges receipt of the _____ renter's deposit and agrees to reserve the 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