

## **The Wedding Ceremony**

Nestled on 2 acres of gardens and surrounded by natural beauty, Flat Rock Inn provides delightful settings for your special day. We will help you pick the perfect spot for a picturesque garden ceremony...whether it is in our Gazebo surrounded by flowering plants and a lush green lawn, or under one of the many trees surrounding the property. No matter what you choose, the grounds of Flat Rock Inn provide glorious, natural decoration for outdoor weddings. Indoor weddings are intimate and romantic, utilizing original fireplaces, candlelight, and wooden chairs.

A ceremony fee is charged to reserve private space for your wedding. This fee includes all the time you need for your wedding ceremony, and as many hours as you want to preserve your celebration with pictures. Take full advantage of the Inn and the surrounding acres! Whether you prefer to pose before your wedding, after your ceremony, or both, you will delight in the array of backdrops available to you (the Wedding Walk, the many garden areas, the gazebo, the porch with its rocking chairs, and of course all the unique and gracious rooms inside the Inn itself.)

Your wedding rehearsal time is included in the ceremony fee and every attempt will be made to schedule the rehearsal at your convenience. If there are other events which conflict with your requested rehearsal time, the rehearsal will need to be rescheduled.

Wedding coordination assistance is included with your ceremony fee as well. This means you have our experienced and knowledgeable team at your disposal, so don't hesitate to ask for assistance.

The ceremony fee also includes our standard white chairs for your guests, chairs and electrical access for musicians, and any clothed tables needed for special traditions or programs. We provide the services of our professional staff to setup your ceremony site and clean up afterwards, so you and your family are able to relax and enjoy the day.

The ceremony fee is based on your guaranteed number of attendees (including the Bride and Groom and wedding party), or your actual attendee count, whichever is greater. The guaranteed number is due 14 days before your wedding, giving you plenty of time to get the RSVPs in.

**Ceremony Fee Schedule**

1- 25	Attendees	\$	150		151-200	Attendees	\$	1,400
26-50	Attendees	\$	400		201-250	Attendees	\$	1,650
51-75	Attendees	\$	650		251-300	Attendees	\$	1,900
76- 100	Attendees	\$	900		301-350	Attendees	\$	2,150
101- 150	Attendees	\$	1,150					

**Reception Facilities and Room Capacity**

The facility rental fee for your reception is based on the areas you reserve. All reserved locations will be designated for the exclusive use of you and your guests for three (3) hours. Additional hours are available at a pro-rated cost. There is a minimum guest requirement for a Saturday event after 3 pm in-season (April through October). Please consult your Event Coordinator for details.

If you choose to have your entire event in our outside area, the ceremony fee and facility fees will be combined to ensure that your wedding party will have full use of the grounds. Our "Cottage" may be reserved and will provide a venue and seating in case of inclement weather.

### **Outdoor Weddings/Inclement Weather**

Understand when you book an area for an outdoor wedding there will not automatically be space available to move your event indoors. We recommend that you reserve either our tent or space inside the Inn as a rain plan for your event. The tent rental fee is \$1,000 and is due at the time it is reserved. If, at least 48 hours in advance of the start of your event, you notify us that you will not need the tent, \$500 of your \$1,000 will be credited on your final invoice.

A rain plan is required for every event at Flat Rock Inn as the weather is unpredictable. Inclement weather is common and we cannot guarantee that rooms will be available to move your event into the Inn. If you wish to secure all the common areas, additional charges will apply. Consult with the Event Coordinator if you are interested in reserving all the common areas of the Inn for your exclusive use. The fee to close the Inn to all outside guests for a full day is \$750.

### **Flat Rock Inn Guest Rooms**

Elegant décor, beautiful antiques, and romantic fireplaces will welcome you and your guests. Each room is decorated in its own unique style. Some distinctive touches include hardwood flooring original to the house, local art, original fireplaces, and antique claw-foot tubs from the area. Each room has its own private bath and wireless internet.

Room rates listed below reflect the price of a Friday or Saturday night from April through October. The room rate includes a full breakfast and our afternoon social with light Hors D'oeuvres.

Reserving all the guest rooms is subject to availability. We require a \$1,500 non-refundable deposit to hold all bedrooms for your guests. By reserving all the rooms, our seven (7) day cancellation policy becomes void and all rooms become your responsibility at the time of reservation. If you cancel a guest room we will not sell it to a non-wedding guest, and you will still be responsible for paying for the cancelled room.

### **The Rooms**

*Colonial:* A rose colored retreat that can be used as a suite. An extra annex with twin beds allows this room to sleep 4-6 persons.

*Squire:* Hunter Green with an eclectic mix of furnishings. The room features an "in-room" claw tub with shower and hunting accessories surrounding the fireplace.

*Victoria:* Lavender walls provide a romantic setting. Newly renovated with its own private porch overlooking the grounds, this room will surely put your guests in the mood to enjoy your wedding festivities. Perfect for the bride and groom-to-be!

*Sandburg:* Named for poet Carl Sandburg, this room is done in a soothing blue. A private porch overlooking the back of the property provides a quiet and private place to relax.

### **Linens**

Flat Rock Inn provides all linens necessary for your event. White, rectangular mid-length linens are used for all events. We will do our best to accommodate special requests for colors or sizes not in our inventory. All special requests will incur a minimum surcharge of \$75.

### **Taxes and Gratuities**

A 7% state tax and a 20% gratuity will be added to your total food and beverage charges. Specialty rental items are subject to a 7% tax, and Inn bedrooms are subject to an 11% bed tax. Taxes are subject to change without notice. Pavilion events (as noted above) are subject to an additional 20% gratuity surcharge.

### **Bartenders**

Any function over 20 people at which alcohol is served will require at least one dedicated bartender. The fee for each bartender is \$100 for your three-hour function. Parties over 100 people will require at least two bartenders. If your event lasts longer than 3 hours, there will be an additional charge of \$35 per hour for each bartender. We will charge a service corkage fee depending on the amount of alcohol being served.

### **Special Decorations**

Unless previously authorized by the Banquet Coordinator, access to your event area is restricted until 90 minutes (1 ½ hours) prior to your start time. This allows our staff to clean and set your area properly. Due to the age and historic nature of Flat Rock Inn, no decorations may be used that could cause damage to the walls, ceilings, floors, or any part of the building and/or grounds. All decorations used must have prior approval from the Banquet Coordinator. If improper decorations are used, the host will be charged for the damage before the event will be started. All decorations must be removed at the end of your event.

### **Room Setup/Layout**

Flat Rock Inn is proud to have distinctive antique tables and chairs. Because of their differences in shape and size, uniformity is not always possible when setting up your event area. Placement will be affected by the size of your party, your music choice, required dance areas, number of buffet tables, head table seating, bar placement, special decorations, and rain contingency plans. We will work with you as closely as possible to make your event look the way you wish. However, for the reasons of safety for you, your guests, and our staff, we reserve the right to exercise our judgment and experience when making decisions regarding table placement. Tables and chairs are available on a rental basis.

### **Smoking**

Flat Rock Inn is a non-smoking facility. We ask that all smoking be outdoors in the areas provided. Ashtrays are provided on the Verandah. Guests and/or hosts of an event will be held responsible for any additional cleaning and laundering of rooms and their linens due to indoor smoking.

### **Liquor Ordinances**

In accordance with North Carolina liquor laws and the requirements of ABC permits:

Enclosed is a copy of the application for a Limited Special Occasion Permit. Please contact the NC ABC Commission with questions regarding the permit.

Flat Rock Inn recommends that you arrange transportation for guests attending events if alcohol is served. Please contact your Event Coordinator if you need assistance with transportation.

### **Send Off**

Any items used for Bride and Groom's send off must be approved in advance by the Event Coordinator. For the health of all the animals on the grounds, rice is not allowed. Due to the age of the building, sparklers are not permitted. No artificial flower petals or confetti may be used, nor any other item that is not bio-degradable and will require a staff member to pick up each individual item.

### **Menu Selections**

The Flat Rock Inn has sample menus available. We will customize any of our standard offerings to create the perfect menu for you. All selections of food and beverage should be completed no sooner than seventy five (75) days prior to your event and no later than sixty (60) days prior to your event whenever possible.

Your signature will be required on a final Banquet Event Order signifying your approval of our understanding of your wishes. All food left over remain the property of Flat Rock Inn due to regulations relating to health and safety of our guests.

No food may be brought onto Flat Rock Inn's common areas with the exception of a wedding cake. A cake cutting fee of \$1.25 per guest will be charged for us to cut and plate the cake. There is no charge if you or one of your guests chooses to cut and plate your wedding cake; we will be happy to provide all necessary items and serve the cake to your guests.

### **Guaranteed Number of Guests**

A final count of attendees is needed fourteen (14) days prior to your event. The final count will be the minimum number of attendees you will be billed for, regardless of the actual number in attendance. Should there be more attendees than included the final count, you will be billed at the full rate at the time of the event. If no final number of attendees is received, we will consider the projected number of attendees indicated on the Banquet Event Order to be correct and use that as the guaranteed number. If your total guest count is over your guaranteed number by more than 5%, all additional guests will be charged at 150% of the quoted price for food.

Should the number of attendees decline more than 20% from the original estimated number, a change of room location and layout may be necessary. Some menu items may require a minimum number of guests. Your Event Coordinator will inform you in advance of any necessary changes or minimum guests required.

### **Deposits and Billing**

A \$1,000 non-refundable deposit is required to reserve the requested date for your event. In addition, rental fees for the tent will be required in full at the time the reservation is made.

Flat Rock Inn requires a sixty percent (60%) deposit of the estimated cost of all food and beverages upon the final menu selections. Payment in full is required on the day of the event unless you are staying at the Inn. In that case, we will review the invoice with you after your event and you may choose to charge it to your room and pay the balance due at check-out.

Payment may be made with cash, check, or credit card. If a credit card is used to pay your final balance due, a four percent (4%) convenience fee will be added. We accept MasterCard, Visa, Discover, and American Express for your convenience.

### **Cancellation**

A cancellation of sixty (60) days or more prior to your reservation date will result in a fifty percent (50%) refund of your inn room(s) rental fee. A fifty percent (50%) refund of the food and beverage deposit will be refunded if Flat Rock Inn is notified sixty (60) days or more prior to your event, less the \$1,000 initial reservation deposit.

A notice of less than sixty (60) days will result in a full forfeiture of all deposits, as well as payment in full to Flat Rock Inn for 100% of the estimated total charges for rooms, fees, and banquet amounts.