



EVENT GUIDELINES & CHECKLIST

Important policies, reminders and tips regarding your event

DEPOSITS: Personal checks, cash, and bank checks are all accepted for deposit payments. Unfortunately, we do not accept credit or debit cards for any deposits. Checks are made separately for Venue Rental and Catering. Venue checks can be made payable to Stonehurst at Hampton Valley. Catering checks should be made out to Black Dog Bar and Grill. Both payments can be mailed and made payable to Stonehurst. Mailing address:

119 Providence Turnpike

Hampton, CT 06247

Please contact us immediately if you miss or are unable to make a required deposit.

TO DO ITEM: Mark your payment due dates on your calendar to help with budgeting!

FINAL PAYMENT: Final payments are due 30 days prior to your event. Final payments are based on your final guest count, which you will discuss with your Event Coordinator at your final meeting 5-6 weeks before your wedding. Any late payments made after the the due date will need to be made via Cash or Certified Bank Check.

TO DO ITEM: Mark your payment date and note the accepted forms for payment!

GUEST COUNT & GUARANTEE: Your final invoice will be based on your final guest count, which is considered confirmed and final thirty days prior to your event date. It must be equal to or greater than your minimum guarantee as noted on your contract. No refunds are issued once final payment is made. This is a standard in the event reception industry.

TO DO ITEM: Mark your calendar and plan to get RSVPs back about six weeks prior to your event date so you can finalize your guest count with your coordinator at your meeting.

ADMIN FEE: All pricing is subject to a 20% Administrative Charge and CT sales & use tax of 7.35%. Please note that this operational charge is an administrative charge and not a gratuity, and therefore is taxable.

TO DO ITEM: If you would like an explanation of the charges on your contract please contact Jenna: jenna@stonehursthv.com

MENU PLANNING: You will make your specific menu selections with your Event Coordinator approximately four to six weeks prior to your wedding date. To schedule this appointment, your Coordinator will reach out to you approximately 12 weeks prior to your event. You and your fiancé will also be invited to a menu tasting during the winter of the calendar year you are getting married; where you will enjoy a chef selection of menu options.



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GRATUITIES/TIPPING: Gratuities are not included in the per person cost at Stonehurst. It is customary to tip your Event Coordinator, Daytime Server and Waitstaff. Guests typically tip the bartenders, and additional gratuities for service staff are at your discretion, and always appreciated. General guidelines are Event Coordinator: \$250 - \$500+ depending on event size & complexity; Daytime Server: \$50-\$100; Servers and Housemen: \$25-\$50 each. Your Event Coordinator can distribute these gratuities night of, and are happy to let you know ahead of time how many individuals will be working your event.

TO DO ITEM: Questions? Please reach out to Jenna, jenna@stonehursthv.com

CARDBOX: Stonehurst at Hampton Valley does not provide a card/gift box. Each couple is responsible for providing their own box/receptacle for gifts and cards. Your coordinator will place the empty box and instruct guests where they can leave cards, but ultimately the couple or a designated family member is responsible for the safekeeping of these items.

TO DO ITEM: Decide whom you would like to be in charge of the card box at the conclusion of the event.

OUTSIDE FOOD: For food safety reasons, Stonehurst does not permit food from outside vendors to be brought into and/or served during weddings unless specifically discussed with and approved by your Event Coordinator.

ALLERGIES: Alert your Event Coordinator if you, your wedding party, family or guests has a serious food allergy. We can accommodate most allergies with advance notice. Note that our facility does process gluten, dairy, and other allergens, so we may not be able to accommodate the most severe allergies.

BAR: For the safety of your guests, Stonehurst has a 'No Shot' Policy at our bars, and our bartenders are not able to serve shots before or during your event. Stonehurst does not permit you to bring your own alcohol into the venue. This includes alcohol brought in while getting ready before the ceremony, and alcohol brought in by your guests. Please make sure that your wedding party, family and guests are aware of this rule.



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DISPLAYS & DECORATIONS: All displays, decorations, floral arrangements, etc. brought into Stonehurst must be of a type that does not mar or do damage to the premises and must be removed at the end of the event. Event Coordinators are not florists and do not do large set-ups or assemblies. Event Coordinators and staff will pack up decorations at the conclusion of the event for you to load into your vehicles.

EVENT MANAGEMENT: Stonehurst reserves the right to control all events held at our facility. All external vendors including DJs, Photographers, Florists and Event Planners must follow Stonehurst's policies, be fully insured and work through their Stonehurst Event Coordinator for all pre-planning and day-of logistics.

TO DO ITEM: Remember to share all of your vendors with your Coordinator + ask your vendors to send copies of their insurance to Stonehurst

Thank You

We encourage you to contact us with any questions!

 *Your Stonehurst Coordinator Team*

