



General Policies and Information

Ceremony

The Wintergarden offers two on-site ceremony options. Ceremonies in the Wintergarden atrium are complimentary. The Foyer is an optional ceremony upgrade available on Saturdays and Sundays only. The ceremony fee in the Foyer is \$750 plus tax. All items in foyer must be picked up by the rental company immediately after the ceremony.

Ceremonies includes the service of a wedding coordinator, recommended ceremony layout and use of assigned space for the ceremony for up to two hours. The service also includes use of a space for a rehearsal, but it is understood that the actual ceremony space may not be available for the rehearsal if it is being used for another event during your rehearsal time. The ceremony fee does not include any food, beverage, flowers or decoration or the services of the officiant. Officiants, Ministers, and Pastors will need to complete an Indemnity Agreement.

Extending the Venue and Bar Time

On the evening of your wedding or event, bar times may be extended one hour maximum from the original length for an additional venue rental fee of \$1000.00. The bar may also be extended by one hour as well. The bar pricing format for the extended hour will be based on hosted consumption (priced per drink) and must be paid at the conclusion of the event. There is a \$200 per bartender charge for the additional hour. This venue rental fee and, the hosted consumption tab and the additional bar-tender time is subject to the Administrative Fee and Sales Tax. The Wintergarden reserves the right to approve time extensions on a case-by-case basis.

Baked Goods

Baked goods may be brought in for your reception if it is from a Monroe County Health Department approved bakery. A copy of the Health Department Certificate will be required from the bakery. Any other source, such as home baked products, are in violation of New York State Sanitary Code and are not permitted by NYS law.

Plating Baked Goods

If your desserts are purchased from The Wintergarden by Monroe's, we are happy to create a dessert display for you using our decorative platters and cake stands. If you choose to bring desserts in from an outside bakery, we can plate your desserts on our stands for a flat \$300 fee. The Wintergarden by Monroe's does not have a cake cutting fee.

Gift Table

Please make arrangements to secure your cards and gifts. The Wintergarden by Monroe's will not handle or assume responsibility for items such as gifts, money boxes, gift envelopes etc.

Rental Delivery and Set-Up

Please work with your event coordinator to establish best time for rental delivery. All rental items are required to be picked up the same night.

Allergy Disclaimer

The Wintergarden by Monroe's makes every attempt to identify ingredients, processes, and items that may cause allergic reactions for those with food and other allergies. When a guest alerts The Wintergarden by Monroe's to an allergic condition, every effort is made to instruct our staff on the severity of such allergies. In addition, we will use our best efforts to accommodate a customer's allergic condition and eliminate possible allergen containing ingredients or items; however, there is always a risk of contamination or exposure. There is also a possibility that manufacturers of the commercial foods and/or products we use could change the formulation at any time without notices. Customers concerned with allergies need to be aware of this risk. The Wintergarden by Monroe's will not assume any liability for adverse reactions to foods consumed or other items on may come in contact with while at The Wintergarden by Monroe's

Alcoholic Beverages

Please note that alcoholic beverage sales and services are regulated by the State of New York. The Wintergarden by Monroe's, as a licensee, is responsible for administration of these regulations. Therefore, it is a policy that no liquor, beer or wine may be brought in from outside sources. Our New York State alcoholic beverage license requires The Wintergarden by Monroe's to request from any person apparently under the age of 35 to provide two forms of proof of age and refuse alcoholic beverage service to any person, who, in The Wintergarden by Monroe's judgment appears intoxicated. The service of "shooters" or straight shots is not allowed.

Decorations

We are happy to place guest-books, escort cards, table numbers, favors and menus for you. We cannot be responsible for placing your centerpieces, candles etc. on the tables.

Escort Cards

For plated meals, we require an escort card with a meal designation per guest/couple.

Dropping Off Items

Items for your event (card box, escort cards, table numbers, flutes, cake-cutting set etc.) can be dropped off to us two days ahead of your event – please schedule an appointment with your event coordinator. Flutes, cake-cutting sets etc. will be packed up and ready for you at the end of the event and should be brought home with you. All other items that are brought in must be taken home with you at the end of your event. The Wintergarden by Monroe's does not assist in breaking down or packing your items to be taken home.

Menu, Bar Selections and Floor-plan

Must be finalized 30 days before your event date

Parking

There is street parking available as well as parking in the Court Street Parking Garage and Midtown Parking Garage. The Wintergarden by Monroe's does not have a formal affiliation with these garages as they are operated by other entities. You can arrange for valet service through a private valet company.

Vendor Liability Insurance and Indemnity Release

Must be received 30 days before event date. Detailed information can be found on our website. Please follow up with your vendors to ensure that we receive all required docs in a timely fashion. All entities performing a service in the building must provide a COI and signed Indemnity Agreement.

Tastings

Tastings are done in a group setting twice per year, March and August, at Divinity Estate and Chapel. We can accommodate up to six people total at the tasting. A charge may be incurred if more than six people attend.

Final Counts and Payment Schedule

- At booking - \$5,000 due to reserve your desired date
- 6 months out - 50% of estimated wedding/event balance due
- 2 weeks out - final count & wedding/event balance due

The Wintergarden accepts certified funds (ie. Cashier's Check) or cash for payment.

Timelines and Due Dates

- 6 months out - 50% of estimated wedding/event balance
- 2 months out - schedule final meeting
- 1 month out - final meeting to review floorplan, timing, rough guest counts, meal and bar choices. Vendor insurance forms are due as well
- 2 weeks out - final guest count, meal counts by table, final floorplan and final payment due and schedule appointment to drop off items (flutes, guestbook etc.) two days ahead of the event