



# Montrose Hideaway Bed-and-Breakfast Retreat Inc.

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## ***WEDDING AND SPECIAL-EVENT POLICIES AND RATES***

Montrose Hideaway Bed-and-Breakfast Retreat offers a unique location in the midst of Mobile Bay's Eastern Shore area, and that uniqueness can make it the perfect location for a wedding or special event.

As you read the following information, know that it has been written primarily with weddings in mind. However, if you are planning a family reunion, business retreat or other event that would have you needing sole use of the inn, most of these policies will apply to you, too.

### **RATES AND WHAT THEY COVER**

**Reserving the inn:** Do any or all of the following issues apply to your situation?

- Your event requires having use of the inn's facilities during the day (before 4 p.m.).
- You want to decorate or make other advance preparations.
- You need to have other service providers involved (i.e., florists, caterers, setup of a tent, delivery of tables and chairs).
- You need somewhere to hold a ceremony, reception and/or meeting, the location of which would make it awkward for any other room guests not affiliated with your event to feel they have access to the space.

If any of the above issues apply to you, you will be required to reserve all guest rooms for two nights, the night before and the night of the event. Therefore, assuming a wedding is on Saturday, Friday and Saturday would be required in full, for a charge of \$2,236.60 (includes 6% state lodging tax). This would get you lodging for up to 12 people, with a full breakfast provided each morning. Additional room nights before or after the two required can be booked by the room to accommodate guests who may need to come in sooner and/or stay later.

**Is the inn the right match for your event?** Although located on more than 10 private acres, there are still limitations related to the size of the event. Here are some examples of occupancy limits that can determine if Montrose Hideaway can assist you.

- If you have 65 or fewer people in attendance (includes service providers), you can use the first-floor common areas for your ceremony and a mixer-style reception. If the ceremony has to be held in the living room, 40 people standing should be able to at least get within hearing distance amidst the living room and adjoining entry hall area, the stairway and the upstairs hallway balcony.
- If having 66 to 150 people in attendance, all activities must be outside, with tents rented for shade and in case of rain, and at least two portable restrooms rented. In this case, only guests staying at the inn and wedding party who have gotten ready at the inn are allowed inside. (This policy is to minimize potential damages and thus potential damage charges.)
- For the ceremony, 150 people can be comfortably arranged in seating close enough to hear when arranged on the back grounds, as the ground has a gentle slope that works like an amphitheater. (Sound system recommended.)

- If you are planning a sit-down reception, seating in the dining room area is limited to 16, with you or the caterer providing additional tables for food service. Additional seating can be placed outside, but a tent at ground level is recommended for extra protection. (A recommended tent size for the best location is 30x30 feet. To hold the rehearsal dinner inside will require an extra use fee calculated by the hour, but if everything is held outside, there will be no additional charges. The rehearsal is included in the site fee.)

**Site and coordination fee:** The site and coordination fee is \$1,500. This fee covers the extra work by the innkeepers to coordinate with the person in charge of the event and with service providers regarding deliveries and expectations, as well as work getting the inn prepared for your event. It also allows for exclusive use of the inn and grounds for a rehearsal Friday night, the ceremony and reception on Saturday (maximum of five hours), and access to bedrooms by any wedding party not staying at the inn but who are needing to get ready at the inn. (An additional charge of \$5 per person may be assessed for non-room guests if wanting access to drinks and refreshments in the self-service areas.)

If more than 65 people are present, an additional fee of \$5 per extra person will be assessed due to increased risk of damage to the grounds and outdoor facilities. The count used to base that fee will be the same as the number given to the caterer for food preparations, and not by taking a head count on the day of the event, so that all fees can be calculated in advance.

If the event last more than five hours, extra time will be charged at the rate of \$400 per extra hour. The event time will begin with the official start of the wedding ceremony or event.

**Damage deposit:** A \$500 damage deposit is required to cover any potential expenses related to damages or cleaning required that is beyond normal wear and tear. Any portion of the deposit not used will be refunded. However, if damages exceed \$500, the additional charges will be charged to the credit card on file when reserving the inn for the event. A full accounting of charges will be provided.

**Cancellation:** Due to the entire inn being reserved for the event and the presumption of coordination starting from the date of the reservation being made, cancellations made less than 30 days ahead are non-refundable. The \$500 damage deposit will be refunded in full.

**Independent service providers:** Since we do not offer catering or bartending services, you will need to make those arrangements separately. And, of course, there are other potential vendors with whom we will need to coordinate, such as florists, rental companies, wedding planners, musicians, and officiants or guest speakers. Separate forms will need to be completed, signed and returned with proof of license and liability insurance for caterers, bartenders and rental companies. These contracts outline our requirements and what coordination services we will provide, as well as ways of determining if other service fees will need to be assessed. All documents must be returned to the inn no later than 30 days prior to the event, along with a copy of any arrangements for services to be provided at Montrose Hideaway.

**Potential extra fees:** Since every event is unique, some additional fees may be required to have what you want. These are some of the potential issues that would result in extra fees. A list of expectations will be provided on the form used to track such potential expenses, with final calculations being completed and payment secured before the reservation guarantor's departure.

- If having the rehearsal dinner at the inn and any setup is required inside prior to the 4 p.m. check-in time, an extra \$100 an hour will be charged for time up to 4 p.m., starting as soon as anyone arrives to begin decorating or making deliveries. (Note: Outdoor delivery of tables and chairs, and/or the setup of the tent will not apply since this does not create a disruption inside the inn.) This does not involve gaining early access to rooms, but only to common areas and the grounds to start decorating. If rooms become available prior to 4 p.m. and guests are already on site, access will be made available.
- If having 66 to 150 people in attendance, an extra \$5 per extra person over 65 people will be added to the coordination and site fee to cover extra related services and extra wear on the grounds. You will also be

required to rent tents and portable toilets adequate for the need, as this becomes too many people to use indoor facilities.

- If the caterer needs access to our kitchen beyond occasional use of the sink, extra fees will be assessed based on the level of use required (\$150 for minimal prep only; \$300 if using appliances). Caterers are also expected to remove food trash that results from the reception. If this does not happen, an additional \$100 will be charged to cover extra cleanup work and potential increases in trash disposal costs.
- If you want to rearrange furniture or decor on the deck or inside for any reason, a replacement fee of \$300 will be charged for the labor to put everything back in the right places. The dining room is the only place furniture can be rearrange for the reception, but all must be returned to normal position for use the next morning in order to avoid the fee.
- The site fee includes use of the facility for your event. However, some time restrictions are necessary. Therefore, a maximum of five hours is allowed for holding the event, with that time starting with the arrival of the first guests to the completion of cleanup, with everything to be completed no later than 10:30 p.m. Any additional time will be charged at \$400 an hour.

**Property use restrictions:** We work very hard to keep our property well maintained and attractive. And since your event will reflect on us, we have some restrictions related to the use of our property.

- No smoking or use of tobacco products is allowed. Disregard of our no-smoking policy will result in a \$500 fee being charged to the credit card used to reserve the inn. Signs will be posted on the deck and on the front door to assist in communicating the no-smoking policy, but it is ultimately your responsibility to make sure all guests attending your event are clear on this policy.
- All reception food that must be kept hot or cold must be provided by a licensed caterer. The quality of reception food reflects on our inn, even though we don't provide it, so we require the use of a licensed caterer to provide quality assurance. A form must be completed by the caterer and returned to us no later than 30 days in advance to provide contact information, and proof of having liability insurance and a business license.
- Although there are plenty of places for people to park, there are definitely specific places available and certain ways to maximize those spaces. Therefore, you will be required to provide a name of someone to be in charge of the parking process. We will then provide directions to this person as to where and how it is best for folks to park. This is necessary due to having limited space and needing to prevent anyone from parking over, and possibly damaging, our septic system.
- If you are planning on providing music using a sound system, local noise ordinances require the music to end no later than 10 p.m.
- We do allow the serving of alcohol. However, in order to prevent unnecessary mess, beer kegs are not allowed, champagne fountains are restricted to outside use, and red wine or grape juice are not allowed inside or on the deck. Due to liability issues, we ask that a professional bartender, either independent or through the caterer, is used to monitor all alcohol being dispensed. Montrose Hideaway has liability coverage for when alcohol is served on the premises, but a certificate of liability insurance will also be requested from the bartending service if one is available. However, if only serving one round of champagne for a toast, no bartender is required. The owners of Montrose Hideaway maintain the right to suspend the serving of alcohol to guests who are obviously being over served or if underaged persons are in possession of any alcohol, even if it was not directly served by the bartender to the minor. The bar can be open a maximum of three hours during the reception.
- Only bird seed or bubbles can be used for the wedding couple's send off, and then only over grass or the brick driveway area. This is based on environmental and safety concerns.

**Who's in charge?** Although the bride and groom should certainly have the final say about their wedding day, other people need to take charge of specific duties on the wedding day to keep things running smoothly while the happy couple enjoys their special day. And since we are getting paid to help with the coordination and need to maintain control of what is happening on our property, specific people will need to be assigned to the following duties and their names provided on the wedding checklist 30 days in advance. Realize that this may not be a complete list, but are the minimums we require.

- ***Wedding director:*** The person in charge of getting things started on time and directing the wedding party. This might be a wedding planner, the ceremony officiant, a family member or friend.
- ***Parking attendant:*** Someone in charge of the parking process. An additional person as an assistant is highly recommended.
- ***Official guest greeter:*** Someone positioned to direct guests directly to the wedding site to cut down on the number of people coming through the house prior to the ceremony, and thus adding to the confusion, unless the ceremony is being conducted inside.
- ***Guest greeter assistant:*** Someone to take gifts from guests and place them on the gift table. (This is a great way of getting the flower girl and ring bearer involved ahead of the ceremony, with adult supervision, of course.)
- ***Bouncer:*** The person responsible for asking guests to leave if they are becoming unruly. This person is also responsible for making sure the person who may have had too much to drink has someone else to do the driving, even if it means leaving a car at the inn overnight.
- ***Caterer coordinator:*** The person identified by the caterer as making sure everything is being done according to our standards and your plans. (We will have someone from the caterer come to the inn at least one week ahead to tour the inn and make decisions about their setup so their needs can be determined in advance. This is also essential so they know where not to drive their vans so as to avoid damaging the septic system, and so we can secure a certificate of liability insurance.)
- ***Bartending coordinator:*** Person identified by the bartending service or caterer as being in charge. (There is a three-hour limit on having a bar. We reserve the right to shut down the bar sooner if there appears to be a significant number of guests being overserved or under-aged guests are consuming alcohol.)
- ***Baker:*** The person delivering the wedding cake(s). We will emphasize that they are to provide boxes for leftover cake, as well as for saving the cake top and “first anniversary” layer. (Also, be sure someone remembers the cake service.)
- ***Florist:*** The person to coordinate delivery of flower arrangements. (The person who will come in advance to know where the flowers are to be placed and when the delivery is to take place.)
- ***Rental company:*** The representative of the company bringing rented items, and a list of what is being delivered. This will be necessary to coordinate the delivery process and to secure a certificate of liability insurance. (Someone from the rental company will be asked to come to the inn ahead of the event to tour the inn and to receive instructions about where they will be allowed to set up a tent and where other items are to be delivered. This is also essential so they know where not to drive their trucks so as to avoid damaging the septic system.)
- ***Photographer:*** We like to have the opportunity to invite the photographer to come see the property ahead of the event so locations can be determined for posed shots and to plan ahead for taking photos of the ceremony and reception.
- ***Videographer:*** This will help us expand our vendor list so that future guests can know who has been trusted with your precious memories.
- ***Musician:*** This person needs to come to the inn a few days ahead of the event so as to determine where he will be allowed to set up equipment, to see how much room will be available to do so, and to determine how many extension cords may be necessary to bring, especially if also providing the sound system for an outdoor ceremony.

Coordinating with all these individuals, as well as making sure the site is in good order, is how we earn the site and coordination fee, so let us help you chase down the details so you can focus on having a good time.

## SUMMARY OF DEFINITE AND POTENTIAL FEES

The following is a summary of the fees that may apply to you. To calculate your potential expenses, check off all that apply to you and add together the subtotals. Understand that this is being provided as a budgeting tool only and is not in any way a final record of costs. Final expenses will be calculated on the contract.

<input checked="" type="checkbox"/> Reserving the entire inn for two nights (based on Friday and Saturday nights; less if week nights):	\$2,236.60
<input checked="" type="checkbox"/> Site fee (Maximum of five hours for the event. Base fee for up to 65 people):	\$1,500.00
<input checked="" type="checkbox"/> Damage deposit (refundable if no damages):	\$ 500.00
<input type="checkbox"/> Additional site fee (\$400 per extra hour if needing more than five hours for the event):	\$ _____
<input type="checkbox"/> Additional site fee (\$5 per extra person over 65 people, 150 maximum; count will be the same as given to the caterer and not on an actual head count):	\$ _____
<input type="checkbox"/> Furniture replacement fee (\$300 if rearranging any indoor or outdoor furniture or decor):	\$ _____
<input type="checkbox"/> Rehearsal dinner setup fee (\$100 an hour for each hour ahead of 4 p.m. check-in):	\$ _____
<input type="checkbox"/> Rehearsal dinner site fee (\$100 minimum for extra coordination with the caterer.):	\$ _____
<input type="checkbox"/> Use of kitchen by the caterer for rehearsal dinner (\$150, prep only; \$300, use of appliances):	\$ _____
<input type="checkbox"/> Use of kitchen by the caterer for reception (\$150, prep only; \$300, use of appliances):	\$ _____

**ESTIMATED TOTAL TO MONTROSE HIDEAWAY BED-AND-BREAKFAST RETREAT:** \$ \_\_\_\_\_

### **Other expenses to consider in your budget**

- Wedding license (Depends on Alabama county in which the license is purchased. Good for 30 days.)
- Smoking fine (\$500; charge only for blantant disregard of no-smoking policy)
- Extra room nights (if some guests are needing to come sooner and/or stay later.)
- Damages (if damages exceed the \$500 deposit.)
- Caterer (Proof of business license and liability insurance required.)
- Bartender (Proof of business license and liability insurance required. If not having insurance, the reservation guarantor must sign a waiver releasing Montrose Hideaway Bed-and-Breakfast Retreat from any financial liability stemming from the serving of alcohol.)
- Flowers
- Rental of tents, tables, chairs, portable toilets (Proof of business license and liability insurance required.)
- Musician or DJ
- Cakes
- Decorations
- Professional wedding planner
- Officiant
- Photographer (We will also be taking photos, but should not be considered your official photographer.)
- Videographer
- Child-care (The living room of How Suite It Is can be used for babies and toddlers, with a maximum capacity of 10 children. Appropriate child restraints must be provided.)
- Fireworks (Must secure a permit from the fire marshal, have professional fireworks handlers, and arrange for a fire truck that can pump water from the pond to be on site in case of fire.)