

Sugar Grove Carriage House Rental Policy

Welcome to Sugar Grove and thank you for considering the Sugar Grove Carriage House for your special occasion! Please make an appointment to see our beautiful wedding and event venue by calling 270-881-7462 (cell) or 270-886-2871. We look forward to hearing from you.

We request that a representative of the Rental party sign the rental agreement verifying that they understand the guidelines and are responsible for the guests' adherence to them.

- By order of the fire marshal, there will be absolutely NO smoking inside the Carriage House or guest house or residence. It will be the renter's responsibility to see that their guests do not smoke inside the facilities and that all smoking outside will be done in designated locations with proper disposal of all cigarette butts.
- Sugar Grove is an alcohol free facility with the exception of a modest amount of champagne or wine (no fountains) for toasting purposes. The renter will be fully responsible and liable for monitoring and supervising guests at the event so this policy is not abused. NO alcohol is to be consumed in the parking area from vehicles as well. Should this occur the security deposit will be forfeited by the renter.
- Votive candles and candles in globes are permitted, but only in a secure manner. There are to be no sparklers or fireworks inside or outside the carriage house unless first cleared by Sugar Grove owners. Permission is required for any decorations that include flames of any kind.
- The use of all furniture, tables, chairs, the kitchen, refrigerator and oven, is included in the rental price. Garbage cans and liners are provided but it is the responsibility of the renter or caterer to keep the garbage cans emptied during the event. Please do not use staples or nails on the furniture, inside the barn or on the Pergola.
- All guests are responsible for proper skin care protection and proper clothing protection while attending event functions.
- Marriage licenses are a must for weddings and may be purchased at any county clerk's office in Kentucky without a blood test or waiting period.
- All directional signs placed on any of the roads leading to Sugar Grove must be removed within 24 hours of your event.
- We do not assume responsibility for any items left on the property before or after your event by renter, rental companies or caterers.
- If your event exceeds more than 170 guests, you should consider renting a port-a-john for the event. Our facility has two restrooms available. One in the Carriage House and the other in the Barber Shop Guest House.

- Please advise any caterers hired for the event that if they plan to use a charcoal or gas cooker outside, it must be well away from the carriage house, and it is their responsibility to clean up any spilled food in the carriage house or on the surrounding grounds.
- Renter must assume responsibility for unsupervised children on the rental grounds.
- A large parking area is available for your guests in front of the residence. However, if a large crowd is expected, you should arrange to have parking attendants to direct parking. NO parking is allowed past the parking barriers.
- Sugar Grove shall not be liable for any liability for personal injury to guests resulting from any cause whatsoever except such injury caused by the willful negligence or intentional acts of Sugar Grove owners. The guests shall be solely responsible for any of their or their invitees' personal property located or stored upon the premises and for all risks of damage, destruction, or loss resulting from theft, fire, storm, and all other hazards and casualties. Sugar Grove owners shall not be liable for any damages to or destruction or loss of any of the renter's personal property located or stored upon the premises regardless of the cause of such damage, destruction, or loss unless the loss or destruction is caused by the intentional acts or willful negligence of owners of Sugar Grove.

I have read the above and agreed to abide by the rules and regulations for use of the facilities of Sugar Grove.

Signature: _____

Printed name: _____

Today's date: _____

Date and Time of event: _____

Additional Contact person: _____

Address: _____

Phone contacts: _____

Email: _____

Names of Bride and Groom: _____

Names (if applicable) of parents of both bride and groom: _____

Time be cleaned & vacated: _____

SUGAR GROVE RENTAL PRICES: (revised as of November, 2019)

Friday, Saturday, or Sunday Rentals:

RENTAL: \$1,000.00 (EXCLUDING weddings or renewal ceremonies)

Monday through Thursday Rentals:

Rental: \$600.00 (EXCLUDING weddings or renewal ceremonies)

Weddings (one day mid-week) \$1,600

**All Wedding Packages include use of the venue for *two full days*. This provides for decorating, rehearsal, rehearsal dinner location the day before with the use of all the grounds, Pergola Gardens, The Carriage House with chairs and tables to accommodate 170 guests plus four buffet tables as well as a small kitchen, restroom and a large attached covered portico. Also provided is our little Guest House, often used by the groomsmen, as well as a three bedroom and two bath guest quarters in the residence available for the brides' party to dress before the ceremony. Our antique car, and antique truck are made available for backdrop and pictures at no additional cost. Our dedicated staff is available to meet and exceed your event needs.

Wedding Packages

For all facilities rented:

To reserve the Basic two day venue a deposit of 50% of the \$3,000 is required along with the signed agreement. For a weekend wedding, please make the deposit check to Sugar Grove in the amount of \$1,500. A separate \$200 damage deposit check to Sugar Grove is required but will be destroyed or returned two days after the event if all facilities are left in good order and all cleanup requirements have been met. Any damage to the property (above and beyond that covered by the damage deposit) will be charged to the renter.

**Basic Venue Package includes the two day rental of venue as described above: \$3,000

For more inclusive wedding packages, we have contracted with wedding consultant Debra Harris with Visions by Debra to offer the following packages. For complete details call Debra at Office Number: 270-887-9231 or Mobile: 270-889-7989. Visit her Website: <http://www.visionsbydebra.net/>

Sugar Grove Packages

Silver Package (\$3,300)

3 hours of Visions services only
Venue and 3 hours of planning services

Gold Package (\$4,400)

Venue and full wedding consultations
No other vendors included in this package, couple will need everything

Platinum Package (\$5,650.00)

Included: Full wedding consultation, hotel block, decorating, flowers, and DJ (DJ is for reception only. DJ charges an additional \$150 if services are rendered for the ceremony.)

Package Breakdown

Venue \$3,000
Visions (plus staff) \$1,400
Decorating & Wedding flowers \$900
DJ \$350 (reception only)

Vendors needed:

(Visions will help you determine what you want to spend and set up tastings, meetings, etc. with these vendors.)

- Caterers
- Cake baker
- Hair & make-up
- Invitations and programs

Diamond Package (\$7,450.00)

This package services up to 100 guests. If final guest count exceeds 100 there will be an additional charge. Includes: The venue for two days, full wedding consultation, hotel blocks, decorating, flowers, catering, DJ (for reception only) DJ charges an additional \$150 if services are rendered for the ceremony.

Package Breakdown

Venue \$3,000
Visions (plus addition staff) \$1,400
Decorating & wedding flowers \$900
DJ \$350 (reception only)
Catering \$1,800

Vendors needed:

(Visions will help you determine vendors required based on your budget. We will then schedule tastings and meetings with these vendors.)

- Hair and Make-up
- Photography
- Cake baker
- Invitations and programs

All fees are subject to change and negotiable depending on special needs that you may have.

- If you have selected the Silver, Gold, Platinum or Diamond package listed above, please contact Debra Harris at Visions by Debra for her deposit amounts and dates. Checks should be made out to Visions by Debra for the package you select.
- Your event date will be held for 7 days without contract and deposit. However, the \$1,500 Sugar Grove deposit, with signed contract, is required to secure the date of your event. The remaining BALANCE of \$1,500 and the separate \$200 security check are DUE TWO WEEKS BEFORE THE EVENT DATE.
- Security/damage deposit (refundable if facilities are left undamaged and clean): \$200
- Total rental fee (NOT including security/damage deposit): \$_____
- DEPOSIT for *Basic two day venue rental*, due with contract \$_____
- Balance due (including SEPERATE \$200 security deposit check) due two weeks prior to the event: DATE DUE _____
- Additional fees for the use of linen, tents or additional days for clean up or set up needed: \$_____
- Refunds of deposit will be given when canceled at least 45 days in advance less 10% handling fee.

Our hope is that your wedding day will fulfill all your dreams. We will be glad to work with you to satisfy any reasonable special requests you might have to make this day memorable and blessed.

**Howard and Glenda Jacobs
www.sugargrovecarriagehouse.com
9650 Palmyra Rd /Hyw.345, Oak Grove, Ky. 42262
270 886-2871 / cell 270-881-7462**