



## *Event Hours*

A daytime event may begin as early as 10:00am and the departure of guests from the Elderberry House must be concluded by 3:00pm to allow the Restaurant to prepare for dinner service.

An evening event may begin at 3:00pm and shall be concluded by 11:00pm, with all musical entertainment to end by 10:30pm. These time frames must apply unless prior arrangements are made.

A surcharge of \$300.00 per hour after 3pm for a day-time event and 11:00pm for an evening affair will be applicable.

Site Fee: The site fee includes the exclusive use of your ceremony and reception site during selected time frames. All set up, breakdown as well as complete staffing of your event and our elegant floral decor, white damask linens, Riedel crystal and silverware are included. This fee, in conjunction with the guest count, will be quoted at the time of scheduling.





## *Menu and Wine Confirmation*

Menu and wine selections need to be confirmed at least seven days prior to the event date.

Luncheon Reception	from 10:00am to 3:00pm
Three Course Lunch	from \$69.00 per person or
Four Course Lunch	from \$80.00 per person
Dinner Reception	from 3:00pm to 11:00pm
Three Course Menu	\$75.00 per person or
Four Course Menu	\$90.00 per person

All food and beverages are provided exclusively by Erna's Elderberry House Restaurant.



**Tax and Service Charge:** Food and beverage charges are subject to a taxable service charge and sales tax at the prevailing rate. Our service charge is 18% and sales tax is 8.0% tax which will be added to your final bill (subject to change without notice).

**Guest Guarantee:** The final guest count is due fourteen days prior to your scheduled event date. If we do not receive this information the original guest estimate will become your guaranteed guest count.

**Deposit:** To secure your event, a deposit of 25% non-refundable deposit is required within 14 days after the date has been tentatively reserved.

**Payment:** All estimated charges are due and payable in full 14 days prior to your event. Prepayment must be made via credit card or cashier's check. Should you wish to submit a personal check prepayment will then be due 30 days prior to your scheduled event. An authorized credit card is required for remaining incidentals, which will be processed at the conclusion of the event.

**Cancellation Policy:** If cancellations are made more than 90 days prior to your event, we may hold your deposit for a future visit or you may cancel without penalty. For cancellations made within 90 days, a 50% charge of the estimated event cost will be due. For cancellations 14 days prior to the event, all estimated cost will due in full.

**Consultation:** The initial on-site consultation is complimentary. A customized itinerary will be created for you as well as the development of your budget for your in house activities. Kindly know, there is an on-site Coordination Fee of \$500.00 to provide coordination throughout your entire event.

**Rehearsal:** Your event site may be reserved for the rehearsal of your event. Our event coordinator will assist you with all coordination and instruction of the rehearsal. A charge of \$125.00/per hour will apply.

**Vendors:** We are happy to refer preferred vendors to you. Our recommendations are based on prior positive experiences. Payments and contract negotiations with vendors are not included in our services.

**Entertainment:** The Estate by the Elderberries reserves the right to approve musical entertainment prior to the function and to discontinue any music that may disturb other guests. We ask that all sound be kept at an acceptable level in consideration of other guests. All live entertainment at night is to be concluded by 10:30pm, unless hotel Château du Sureau was booked exclusively by your party.

**Bartender:** Should you wish to have an open bar - depending on the kind of liquor served, you may expect a fee of \$100 - \$200.00 bartender service/bar set-up and the cost of each consumed drink.

**Corkage Fee:** Should wine be brought to the Restaurant a \$35.00 corkage fee per 750ml bottle will apply.

**Cake Service Fee:** For the service of a wedding cake, a cake-cutting fee of \$4.50 per person will be added. A lovely presentation of sorbet and berries may be added for an additional \$6.00 per person.



*To plan your own dream wedding or any other special occasion at the Estate by the Elderberries, kindly call our special Events Coordinator*

*Ms. Carina Stephens (559) 683-6800  
or complete our Online Inquiry Form by visiting  
[chateausureau.com](http://chateausureau.com)*

