

EST. 1991

# FOXCHASE WEDDINGS

Information & Rentals



To officially lock in the date for your wedding, a signed copy of the Wedding Deposit contract along with the non-refundable deposit of \$1000 is required.

For use of Foxchase's indoor or outdoor facilities, there is a venue rental of \$1000.00

Pavilion Ceremony ~ \$995.00 plus tax (please see "Wedding Ceremonies in the Pavilion" hand out.

After five hours of reception time in the building the price per hour is \$350.00 plus tax. A one hour minimum is required. Bar charges and bartender is additional.

## Rentals

Ivory Chair Covers may be rented at \$2.50 each plus tax. A colored Chair Sash may also be rented at \$1.25 each plus tax.

White Padded Chairs for the Ceremony may be substituted for the green chairs in the Pavilion for ceremonies and receptions @ \$2.25 per plus tax. If using for Ceremony and Reception \$4.00 per plus tax

Wooden Log centerpieces \$3 per slab

Burlap Table Overlays \$7 each

Lawn Game Package: Cornhole, Giant Jenga, Fire pit, hoola hoops, decorative frames. \$100 plus tax

Oriental Lanterns \$90 plus tax

Standing Patio Heater-Black \$50 plus tax

Stands 88" tall. Infrared heat (spreads out and down) Covers a 15' to 20' circle.

Video Projector and Screen \$75.00 plus tax.

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Q&A

Q. How many people does your outside Pavilion hold and how many should I invite?

A. 300 people can be seated in the room and I suggest not inviting more than 320 people.

Q. Is there a dance area?

A. Yes, if you have less than 250 guests, you can dance under the Pavilion roof. If you have more than 250 or if you prefer there is an uncovered area of the Pavilion that can be used for a dance area.

Q. Where is the Ceremony held?

A. Our Ceremonies are held outside. Under special circumstances, we can bring it inside. Due to the layout of the room, guests would have to sit at their dinner table for the ceremony service.

Q. How many people does your inside banquet (Palmer Room) hold and how many should I invite?

A. 175 people can be seated in the room and I suggest not inviting more than 200 people.

Q. Is there a dance area?

A. Yes, if you have less than 150 guests, you can dance in the reception room. The dance floor is permanently in the floor. If you have more guests, we can tear down tables after dinner, or have a Party in the Pavilion. (see Party in the Pavilion handout)

Q. Do we have to clean or set anything up?

A. No. Foxchase will take care of all of the clean-up and set-up unless you want to do your own decoration. Under certain circumstances some parties may require a clean-up charge.

Q. Is there a room charge?

A. Yes. For use of Foxchase's indoor or outdoor facilities, there is a venue rental of \$1000.00

Q. Do you use straight or round tables for our guests?

A. All round tables are used for your guests except for the head table. In some cases of large parties straight eight foot tables may be used to make the room more comfortable for moving around.

Q. Can we use designated seating.

A. Yes. Foxchase will supply you with a floor plan which you must fill out and return 7 days prior to your reception. Foxchase can supply table numbers. All of your tables must be eight (8) people at each. Eight (8) is the minimum suggested at each table. We also have a limited number of (10) ten person tables.

Q. Can we take pictures outside?

A. Yes. The front of the building is beautifully landscaped during the summer. However I DO NOT suggest going on the golf course.

Q. Do you serve sodas?

A. Yes. When your guests ask, we will be happy to get them any soda from the soda fountain and they are available from when the reception begins till when it ends with no extra expense to you.

Q. Can we have the venue decorated?

A. Yes, however, all displays and or decorations proposed may be subject to the prior approval of the event coordinator. (no confetti or table glitter)

Q. Is there adequate parking?

A. Yes, we offer on-site parking for your guests. All venues are handicap-accessible.

Q. Do you have an amplification system?

A. Yes, The microphone is usually placed at the head of the room for all of the announcing.

Q. Can we smoke in the building?

A. Sorry no, only outside the building at designated smoking areas.

Q. What is the deposit?

A. \$ 1000.00

Q. Is the deposit refundable?

A. Sorry the deposit is non-refundable.

Q. When is the balance due?

A. One week prior to the reception.

Q. Is there a children's menu?

A. Yes. For children 6-12 years old, the meal price is reduced by 25%. Any children under the age of six, we offer a "kid's meal" - applesauce, chicken fingers, vegetable, potato, wedding cake and drink.

Q. What if more guests show up than we told you?

A. We will have the food, but it is up to you to coordinate with the Event Planner and update the seating chart.

Q. Can we take food home from our event?

A. Foxchase does not send any food items home with guests in any form. We enforce this policy to minimize the risk of food borne illness due to improper handling or storage of leftover food items. We appreciate your cooperation.