



VENUE RENTAL

- + Full Day Venue Fee (9 AM – 12 AM): \$4,000
- + ½ Day Venue Fee (7 hours): \$2,500
- + When you are deciding on a ½ day or full day, please factor in set up and break down time for any outside vendor, such as band/DJ, florist, cake, decorations, wedding planner, etc. No vendor will be allowed inside or to drop off anything prior to this time. No exceptions! If you go over your time, you will be charged \$350 for each additional hour.
- + Rates are determined by our event coordinator and are subject to change during our high-volume calendar dates.

The following is available for a setup fee of \$500:

- 25, 60 inch round tables/ 112 black folding chairs/ 98 black rattan upholstered chairs
 - 4, 6 ft. and 2, 8 ft. food station/buffet tables
 - All chafers, heat lamps and serving pieces for food display
- + Renting The Village House gives you the opportunity to work with the Wahoo's/Bovines Catering team to put together a menu to fit your needs and have your guest's mouths watering. Any other vendor must be approved and is subject to an outside vendor fee. Amount to be determined by the event coordinator, according to size and length of the event.
 - + Clients will be **required** to use Wahoo's/Bovines for any bar service or alcohol served.
 - + Clients are not allowed to use staples, tape, nails, or tacks.
 - + Delivery and set-up times for all outside vendors must be scheduled with the event coordinator in advance.
 - + Please note all items must be removed by the end of your venue rental time (flowers, decorations, furniture, pictures, gifts, food, etc.).

ADDITIONAL TIMES OF SERVICE

- + Events that exceed time allotted by Venue Fee will be subject to a \$350/hour additional fee.
- + Please contact the event coordinator as soon as you are aware of any timing changes.

CONFIRMATION OF EVENT/DEPOSIT/PAYMENT

- + The event coordinator will hold your date for up to five days, time for you to finalize your decision. The event date will be released after five days without 50% of the Venue Fee and a signed contract.
- + To secure your event date, The Village House requires 50% of the Venue Fee to be paid and a signed contract by both parties.
- + 30 days prior to your event the remaining balance of the Venue Fee will be due.
- + 30 days prior to your event a check for \$500 must be written as a security deposit for any damage done to The Village House. The security deposit check will be voided if The Village House is undamaged and returned to its original condition.
- + If you're using The Village House rentals, \$500 setup fee is due 30 days prior to your event date.
- + Payments not made on time are subject to a late fee of \$100.

CANCELLATIONS

- + All canceled events forfeit the 50% Venue Fee payment. If the event date is canceled after 180 days to the event date, you will be billed for the remaining payment of the Venue Fee.