

# Wedding & Event Package Information & Price List



## The Cherry Hill Ballroom

The Ballroom is our main indoor wedding space, perfect for a summer celebration or a formal winter banquet. Invite up to 150 people for dinner, dancing, and your ceremony, and enjoy 3,600 fully decorated square feet, suspended hardwood floors, grand ceilings, a balcony, and a fireplace.

## The Pavilion

A romantic outdoor Pavilion Ceremony is included in our Premium Package. Make your vows in the open air amidst natural scenery, while enjoying the peace of mind and comfort of a roof, roll-down walls, ceiling fans, and optional heating.

## The Kitchen

Full use of our commercial kitchen is included with every ballroom package. Use it to host your caterer, stage food deliveries, or to prepare your own family dishes.

We have no required vendors or additional charges for food or alcohol, so you can choose what's right for you. Keep your event affordable with BYOB alcohol, or work with a catering team and enjoy a full-service experience.

## The Chapel/Cocktail Room

Expand your vision with a romantic ceremony or cocktail hour in The Chapel. Stained glass windows, drapery, and decor add grandeur, and the extra space helps you and your guests party in style.

## The Cabins & Cottages

Our location inside a family campground means that you and your guests can stay on-site for a convenient, resort-style event. We offer several lodging options, whether you'd like a large house for out-of-town family, a separate dressing space for the big day, or a cozy cabin for your wedding night.

# Cherry Hill Ballroom Policies

1. A refundable damage deposit is required with your final payment. If the venue and surrounding grounds are cleaned, these rules adhered to, and the terms of the rental agreement followed, the damage deposit will be refunded within 30 days following the function. Any additional payment due to CHP for extra hours, trash removal, cleaning of grounds and deck, unusual damage, or violation of the rules described below or the terms described in the renter's addendum will result in forfeiture.

2. The user must provide CHP with the name, address, and phone number of the caterer thirty days prior to the event. The caterer must provide a certificate of liability insurance naming Cherry Hill Park as an additional insured.

3. Three weeks prior to the function, final count and final floor plans must be submitted to CHP or the Park will not be responsible for set up.

4. Strict adherence to the maximum number of guests stated in your contract is required. This number includes the guests at your head table. No open party rentals are allowed.

5. All decorations must be cleared through CHP staff prior to event. Burlap, glitter, confetti, smoke and fog machines, fireworks, sparklers are prohibited.

6. All materials and equipment must be brought in and removed the same day the function takes place. CHP staff must approve arrangements for all deliveries and pick-ups before and after the hours of the function.

7. All deliveries, including musical equipment, flowers, cakes, etc., must be brought in through the side door, kitchen door, or the front right door of the building.

8. Breakdown of musical equipment, food, bars, etc., must begin one hour prior
- to the closing time stated in the rental agreement. All persons must clear the hall at the time stated in the contract.

9. The renter will not, under any circumstances, use tape, nails, screws, or any other devices that are inserted into or on the physical structure of the venue. The staff must approve all decorations, including balloons, in advance. Only those rooms expressly reserved in the contract will be open and made available to the renter. Renters are not permitted on the lower level of the building.

10. Quiet hour is strictly enforced. Guests and vendors must leave premises promptly at closing time and avoid excessive noise in front of the ballroom.

11. Excessive amplification of band instruments or DJ equipment is not permitted. CHP personnel will monitor the sound level of the music and may ask that the volume be turned down if it is deemed excessive.

12. The fireplace in the ballroom may be used only by prior arrangement and only CHP staff is permitted to tend the fire.

13. Tapped beer kegs, or beverages of any kind served from taps, can only be used outside. No containers of any kind that will be used for holding ice may come into contact with the wood floors in the ballroom, hallway, or side rooms. CHP staff must be notified in advance of intent to use kegs. Coolers with ice must be placed on table tops to avoid damage to the wood floor.

14. No carts or dollies are allowed on the oak wood floors in the ballroom.

15. No charcoal grills, deep fryers, or equipment fueled by propane gas, are permitted inside the venue. The use of such equipment on the premises must be arranged in advance with the CHP staff.

16. Chairs and tables must never be stacked against the walls or dragged across the
- floors in any of the rooms. Please leave tables and chairs in place after the event for CHP staff to break down.

17. All CHP items, including linens, chair covers, linen napkins, tablecloths, and centerpieces are to be left in place at the end of the event. Do NOT remove table covers, chair covers, or sashes.

18. No lighted candles are permitted in the building unless CHP staff approves them in advance.

19. There is positively no smoking permitted in the building, including e-cigarettes and other vape pens. All cigarettes must be extinguished and placed in the receptacles at each doorway. Smoking will be permitted on the balcony outside of the ballroom and in front of the building outside.

20. CHP personnel are not responsible for the supervision of children. Children must be accompanied and supervised by an adult at all times and are not allowed to wander throughout the building or park grounds or throw items off the balcony where they could endanger people below the decks or endanger themselves.

21. Caterer and/or renters agree to remove all disposable trash and food debris from the rooms and kitchen and place in trash cans or in dumpster located out the back door of the kitchen. After the event, trash cans are to remain outdoors in this location. Floors in rooms and kitchen are to be left broom clean, kitchen floor mopped, and kitchen appliances, sinks, and all surfaces should be returned to a sanitary condition. Renter should remove all boxes and containers that they bring in.

22. Recycling of glass and aluminum is required at CHP. An appropriate recycling can is available.
23. Absolutely no glass bottles or glass containers are permitted outside the building, especially on the balcony.

24. A renter may request a hold on a date for up to one week without a deposit. After that time the date will be released.

25. Payment: The initial deposit to hold the room is 50 percent of the contract price. This deposit is not refundable. The balance is due three months prior to the event. The refundable damage deposit of \$350 is due one month prior to the event and will be returned after the event as long as there is no damage or destruction to the hall and the terms of the agreement and these policies are followed. Deposits are non-refundable except as noted in #26 below.

26. Cancellation: In the event of cancellation by renter up to 91 days prior to the event, renter will forfeit all deposits paid, up to 50 percent of the contract price. In addition to forfeiture of 50 percent, renter will pay a \$200 cancellation fee. If the event is cancelled less than 90 days prior to the event, renter is responsible for the total cost of the contract. In the event CHP is able to rent the hall to another party, CHP, in its sole discretion, may refund a portion of the non-refundable deposit.

27. Renter is responsible for all guests while on the CHP property, inside the ballroom, or on the grounds, before, during, and after the event.

28. The Base and Premium Packages include 5 hours of consecutive venue use across all event spaces (Pavilion, Ballroom, Dressing Room, etc). Any additional time spent in these spaces will be billed at a rate of \$200 per hour IF within our hours of operation. Extensions beyond our hours of operations are not permitted.



Soft Sides - open or close individually



# Package Pricing

## Base Ballroom Package

Includes up to 100 guests, The Ballroom, Dressing Room, kitchen, rehearsal, consultation, and decor

- Saturday: \$5500
- Friday & Sunday: \$5000
- Monday-Thursday: \$4500

## Premium Ballroom Package

Includes up to 100 guests, The Ballroom, outdoor Pavilion ceremony, Cocktail Room, Dressing Room, kitchen, rehearsal, consultation, and decor

- Saturday: \$7000
- Friday & Sunday: \$6500
- Monday-Thursday: \$6000

## A La Carte Extras

- Additional Guests: 25 per guest (maximum number of guests is 150)
- Chapel/Cocktail Room: 500
- Premium Log Cabins: see details
- Cottages: see details
- On-site Shuttle Service: 250 (up to 2 hours)

### Hours

March to November  
9:00 am to 9:00 PM

December to February  
9:00 am to 10:00 PM

New Year's Eve  
9:00 am to Midnight

## What your package includes

- Use of The Ballroom, Dressing Room, and kitchen
- One hour scheduled rehearsal
- One hour consultation: room layout, design details, and fabric selection
- Banquet chairs with cover and sash or wood-tone Chiavari chairs
- Centerpieces for guest tables and head table decor
- Ceiling draping and center chandelier
- Wall drapery with crystal curtain, valance, up-lighting
- Floor-to-ceiling crystal columns with colored up-lights
- GOBO light (includes stock design)
- Additional embellishments, furnishings, and supplies

## What the pavilion includes

- Decorated wedding arch, bows on bridge
- White folding chairs with built-in padded seats
- Photo opportunities on our beautiful grounds (bridges, water features)
- All-weather use: sides can be lowered or raised (option for heater rental at additional cost)
- Parking supervision attendants
- A one hour ceremony rehearsal

## What the cocktail room/chapel includes

- Beverage bar and service tables (alcohol BYOB)
- Highboy tables, covers, and centerpieces
- Chair covers for cocktail or ceremony set-up
- Wall backdrop & lighting for ceremony or DIY photo booth
- Ceiling draping/soft lighting
- Lounge furniture blocks, sofa, diamond tufted benches

# Floor Plan

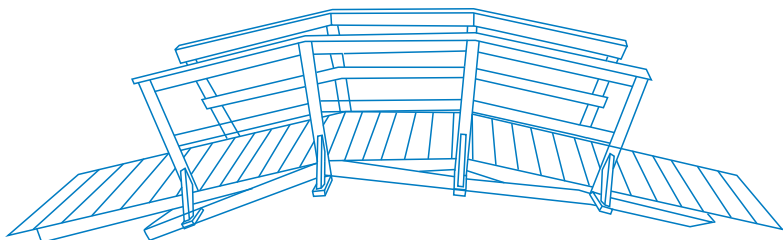
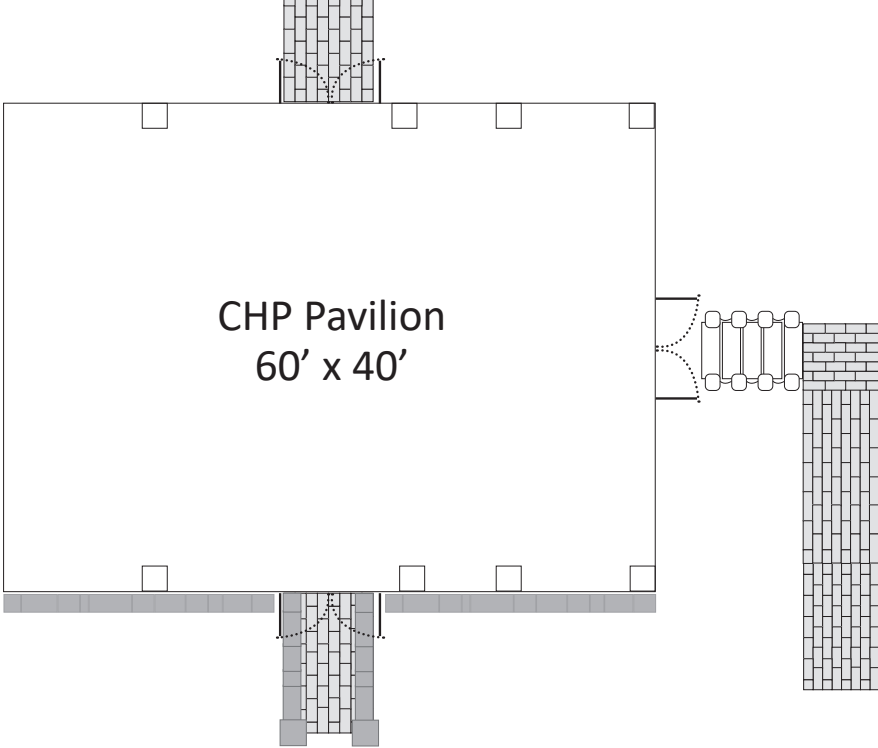
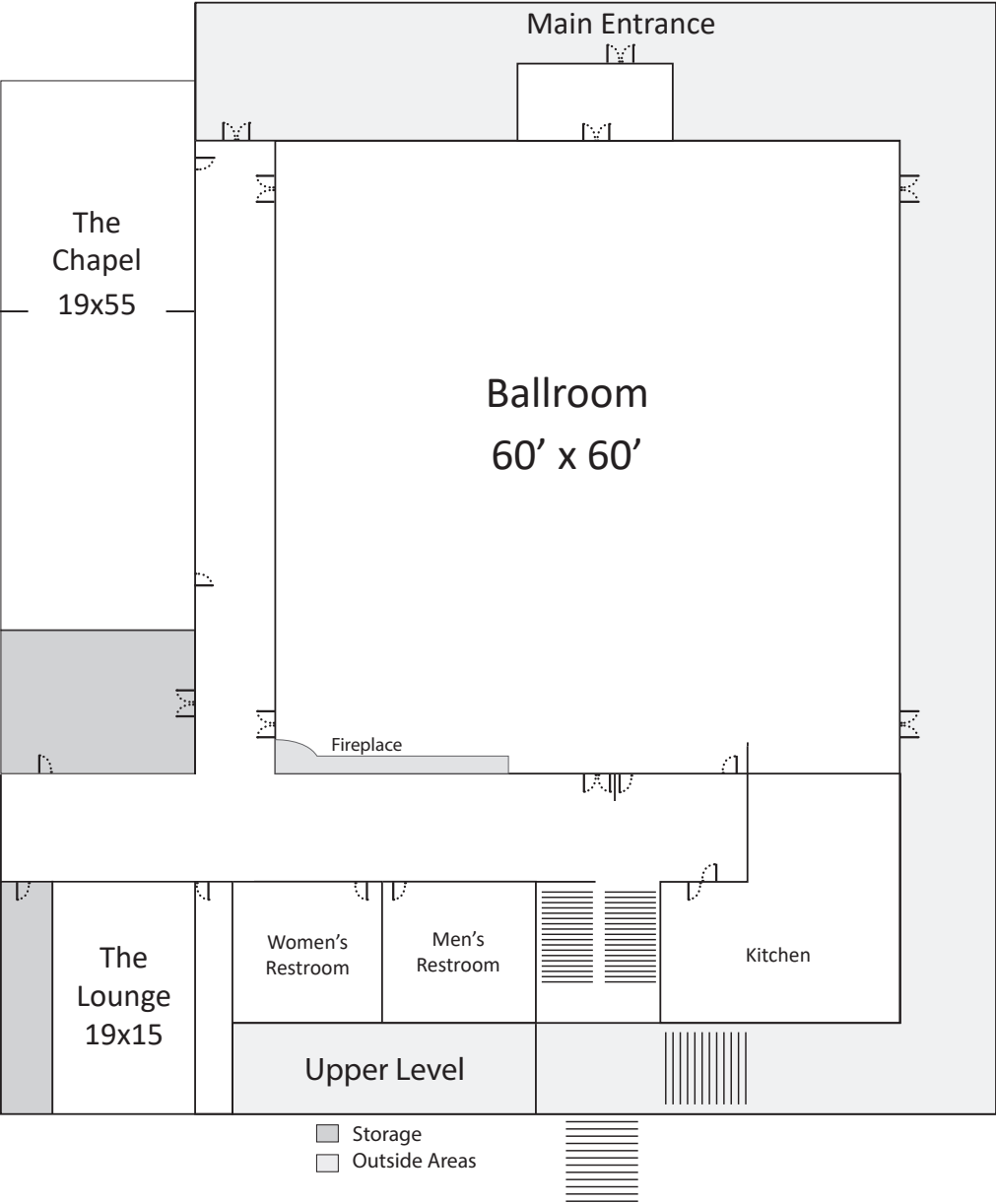


Photo opportunity on raised bridge near pavilion

