



81 Pleasant Street
Chichester, NH 03258
(603) 435-8479

Names _____ Phone _____
Address _____ Email _____
Function Date _____ Number Invited _____

1. Facility usage: A facility charge of \$7,500 for a Saturday or holiday weekend Sunday, \$5,700 for a Friday and \$4,500 for a Sunday event applies. April-May 15th & November receive a \$1,000 discount. This includes: (1) five hours property use the day of the function, (2) tables and white indoor banquet chairs, (3) white or ivory table linens with choice of available napkin color, (4) china and glassware, (5) Server staff, (6) Bartender(s), (7) hall setup and cleanup, (8) floor to ceiling draperies, (9) dance floor lighting, and (10) two hours for decorating. Dell-Lea will provide all food and drink consumed. The bar will open 30 minutes prior to the event and close 30 minutes before the end of the event. Friday and Saturday events must end by 10:30 pm. Sunday events must end by 9:30 pm, 10:30 pm on holiday weekends.

2. On-site Ceremony: \$1,600. This includes: (1) Arranged white chairs in front of gazebo, (2) A one-hour rehearsal Thursday evening prior to the event, (3) An additional hour of facility time, (4) Assistance with coordinating the ceremony, (5) The bridal party may arrive no earlier than 1 ½ hours prior to ceremony. Earlier access may be arranged for an additional cost, (6) In the event of inclement weather, the ceremony will be held inside. If you are not able to take the pictures you would like, we will arrange a weekday time for you to come back with your photographer.

3. Minimums: There is a guest minimum of 100 guests for Friday or Saturday and 85 for Sunday. There is a food minimum of one entrée and five Hors D'oeuvre selections per guest. If the guest minimum is not reached, a \$50 per person charge is applied to reach the minimum count required.

4. Optional Full-Service Wedding Planning: Your dedicated Wedding Planner will assist you from the moment you book your wedding with Dell-Lea until you leave on your honeymoon. This includes detailed planning, discounted pricing for vendors, decorating and free use of in-house decorations. Please request addendum for detailed services and pricing.

5. Retainer, Guarantees and Payments: A \$3,000 non-refundable retainer is required to reserve a specific date. The retainer will be credited to your final bill. Menu selections and guarantees are due 21 days prior to the function. Following this, the final invoice will be provided. The final payment is due by cash or certified bank check no later than 14 days prior to the function. A 3% surcharge is applicable for credit card payments.

6. Meals Tax/Function Fee: An 8.5% New Hampshire Meals Tax and a 20% function fee will be added to the price of food. See "Toast & Bar Options" for gratuity related to open bars.

7. Dessert: Wedding cakes and pastries chosen from our menu include delivery, setup, cutting, serving (cake) and cleanup. Invoicing is through Dell-Lea. If a different licensed bakery is selected a fee of \$2.00 per person applies.

8. Alcohol Policy: Pursuant to New Hampshire law, all alcoholic beverages consumed at Dell-Lea must be sold at the bar. No alcoholic beverages or outside containers may be brought onto the premises. Any outside alcoholic beverages or containers will be confiscated. Dell-Lea reserves the right to refuse service to any individual who appears to be intoxicated and/or disruptive. Alcohol-restricted weddings will be charged a bar minimum of \$15.00 per person.

9. Cleaning Charges/Damages: You agree to be responsible for any damages or extraordinary cleaning incurred from the function. Examples: throwing artificial items outside the function hall, damages to the property, etc.

10. Price Changes: All menu and bar prices are subject to change.

11. Restrictions: Please do not affix anything with nails, tacks, tape or command strips. Items thrown must be easily biodegradable.- please no imitation leaves, confetti, rice etc. inside or outside the function hall. Hay may not be used. Being a historic wooden structure, we are always cautious with fire. Please no candles, sparklers, flying lanterns or other devices with flames. No RV's or travel trailers are permitted on the property.

12. Indemnity Agreement: Dell-Lea reserves the right to have an indemnity agreement signed for any activities deemed outside the normal course of business. This includes animals, drones, golf carts, aircraft, fireworks, etc.

13. Vendors: All vendors must provide proof of Liability Insurance. Dell-Lea reserves the right to require the same from other outside parties as deemed necessary.

14. Refunds: Retainers and all amounts paid are nonrefundable unless the event must be cancelled due to an event that renders the physical property unusable. In the event of such an occurrence, Dell-Lea Weddings & Events will provide a full refund, including retainer, but will not be liable for any costs incurred to reschedule with an alternate venue.

Client Signature: _____ Date: _____

Dell-Lea: _____ Date: _____

Retainer Amount Received: _____ Date: _____