

The
Orchard
at Broadmoor

General Policies- Private Events
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Deposits and Payment Policy: To secure a date at the Orchard at Broadmoor, we will accept a \$500 deposit for private events, \$1000 for wedding non-refundable deposit. After receipt of this deposit, we will hold the date for 6 weeks. During this time, your Wedding Sales Specialist will confirm food and beverage details and issue a contract. 50% of the estimated charges are due at the contract signing. Guaranteed minimum guest count is required 14 DAYS prior to your event. Final charges will be based on this amount and are due payable SEVEN (7) business days prior to the event date. Any event event charges accrued during your event will be due and payable at the conclusion of the event. We accept checks, cash, MC, Visa, and Amex.

All payment should be made payable to:
The Orchard at Broadmoor
101 French Broad Lane
Fletcher, NC 28732

Cancellation Policy: All deposits/payments are non-refundable. Events that have gone to contract and cancel within 90 days of their event will be liable for 50% of the remaining balance due. Clients that cancel within 45 days of the event will be billed for payment in full.

Outside Vendors: At the Orchard at Broadmoor, we support local businesses, although we do not allow outside catering onto the premises, we welcome florists, bakers, musicians, and other entertainers and artisans. Any outside vendor that is arranged by the client must be first approved by sales representative and must provide full details regarding their role in any particular event (ie: contact name and phone number, arrival/setup time, etc) Decorators are allowed into the facility no earlier than TWO (2) hours prior to the event start time. Note: Vendors that are not prearranged with the sales department will not be allowed on premises at the time of the event.

Weddings, Rehearsal Parties, or other Private Events: Each event will have a defined START and END time. Decorators, florists, bakers, etc. will be allowed into the building no earlier than TWO (2) hours prior to the event start time. Events requiring additional time for decorating and preparation may purchase up to two (2) additional hours, based upon availability, at a cost of \$200 per hour. **Events that run past event END time will be billed \$300 per hour for each additional hour on site.**

NOTE: Although we encourage clients to be innovative and creative with event themes and décor, we ask that you follow these few guidelines: Please do not use tacks, nails, or tape to hang any decorations from walls, posts, or beams. After wedding receptions, please use bubbles or sparklers at departure of the newlyweds. Any other other materials will result in a \$500 clean up fee.

Inclement Weather: Should there be inclement weather, the event will continue as scheduled, unless you are notified by phone that the staff are unable to make it into to work your event. If the staff is able to arrive at The Orchard at Broadmoor to work your event, then the event will not be canceled.

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Inability to Perform: In the event that The Orchard at Broadmoor is unable to fulfill its obligations as described in this sales contract by reason of fire, other uncontrollable casualties or acts of God that result in partial damage or total destruction to the building(s) or premises in question, we will offer to reschedule the event at The Orchard at Broadmoor on a future date allowing appropriate time for repairs to the facilities, or refund the client any funds received with the signed contract.

Wedding Events and Private Celebrations: We are happy you are considering The Orchard at Broadmoor to host your upcoming Wedding Event. Wedding Events require the following event minimum expenditure:

Friday: \$2,500

Saturday: \$4,500

Sunday: \$1,000

Monday – Thursday: By Event

Please be advised that the event minimums described above are the least amount that your event will cost in order to use our facility. Event minimums are made up of facility fee, food and beverage costs, any entertainment or rentals contracted through our sales office and any other incidentals. Event Minimums do not include NC sales tax, 20% service charge (if applicable) or any other compensation for transportation or arrangements.

Note: Off season dates (January – March) may be quoted separately from these Event Minimums. Please consult your Sales Representative for off season rates.

Bridal Attendant: All Wedding Events will be required to have a Bridal Attendant, which will incur a charge to the Client of \$300. If you have enlisted a Professional Wedding Coordinator then your Coordinator will work directly with our Bridal Attendant the day of your Event. Please speak with your Wedding Specialist for more detail.

Flat Cake Cutting Charge: A flat \$75 charge will incur with any event that has a WEDDING CAKE/ OUTSIDE DESSERT.

Wedding Rehearsals: Wedding Rehearsals are SUBJECT TO AVAILABILITY and should be scheduled between 3:00- 5:00 pm. There is a flat charge for wedding rehearsals of \$50 per hour.

Damages to the Facility: THE CLIENT WILL BE LIABLE FOR ANY AND ALL DAMAGES to the facility or grounds that occur during the event, except for accidents/ damages that may occur due to negligence on the part of The Orchard at Broadmoor staff. Excessive clean up will result in additional charges. All boxes, trash, etc...that you bring in to our facilities will need to be taken with you at the end of the event or a cleanup fee will be added to your final invoice.

Waiver: The Orchard at Broadmoor will not be held liable for any loss, theft, or damage for any item(s) brought in and/or prior to, during, or after an event held here at The Orchard at Broadmoor.

NC State Sales Tax: The current North Carolina State Sales Tax of 6.75% applies to all fees and charges associated with events held here.

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Service Staff: Every event will require dedicated service attendants. These could include event captains, bartenders, wait staff, grill cooks, etc. Your sales manager will assign the appropriate number of attendants required for your event and you will be billed per attendant per hour beginning two hours prior to your event start time and two hours after two hours after your event end time. This is in lieu of any gratuity or service charge.

Security: All social events serving alcoholic beverages are required to enlist a security officer. An “off-duty” Asheville/Fletcher Police Officer will be hired by The Orchard at Broadmoor at your expense. The rate for each officer is \$125 for 5 hours. Each additional hour is \$25/hour. We require 1 security officer per 150 guests.

Right to Photograph: The Orchard at Broadmoor reserves the right to photograph any event in a “non-specific” manner in order to obtain images of our event facilities in use. These photographs may be used in general promotional materials including web site photo galleries, etc.

Leftover food Policy: As responsible food service professionals, it is our task to take every step we can to ensure that the food you are receiving is healthful and nutritious. If you are taking home leftovers from your event, then our responsibility extends from our kitchen to yours. We want your meal the next day to be safe and enjoyable for you and your family.

Sometimes, when time or temperature limits have been exceeded during service, we are required to dispose of leftovers, but where feasible we can pack up food to take upon your departure in appropriate containers with instructions for re-heating.

Three hours will be the maximum time that we can have food out on a buffet table during your event. At that time we will be required to throw out any leftover food. If we can break down the buffet prior to that 3 hour window, then we can box up any leftover food that was on your buffet. Should you choose to take leftovers, there will be a \$30 packing and handling fee for this service which will be added to your final bill.

Changes to this policy form will not be accepted unless initialized by an Orchard representative.

Client Acknowledgment:

By signing below, I _____, acknowledge that I have read and understand the Orchard at Broadmoor General Policy Guide, and will adhere to all guidelines set forth within.

Client Signature: _____

Date: _____

Name and Date of Special Event: _____
