

## ***The Venue at Flat Rock Ceremony & Reception Packages***

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### **Wedding packages include the following Amenities**

The 45 x 55 Reception hall will seat up to 150

Climate controlled, handicapped accessibility

18 white Ft 5 round tables and 150 banquet chairs

5 eight-foot rectangle tables, for buffet, head table etc.

5 six-foot rectangle tables, for DJ, gift, cake etc.

Two 48-inch round couples table, or cake table

8 tall bar tables

Portable bar with granite top

20 x 20 permanent wood dance floor

Fully equipped **warming** kitchen

2 Dressing rooms

20 x 30 buffet/bar area

Outdoor ceremony area includes gardens and a gazebo

Venue staff will assist vendors on wedding day

One hour wedding rehearsal generally on Friday night

Off duty sheriff deputy/security

Venue staff will set up the tables & chairs

Venue staff breakdown tables & chairs

Facility cleanup is done by Flat Rock

Kitchen cleanup & trash disposal is done by your caterer/rental party

Outside wedding chairs **are not included** in the package

🌟 Platinum Wedding Package \$ 3,500.00 🌟

**Platinum Package includes 16 hours of rental time** beginning Friday afternoon at 4pm (anytime after 4pm) and ending Saturday night at midnight.

- The 16 hours can be divided anyway you prefer, giving you time on Friday night to decorate. Your wedding rehearsal is included within the 16 hours. (Generally at 4 or 5 pm on Friday night. Please note, if you choose to host your rehearsal dinner in the space, an additional fee will apply.
- Entry to the venue on Saturday is 9am. Your event should end no later than 11 pm to allow time to remove decorations & give vendors enough time to break down their equipment so everything is done by midnight.
- The 16 hour package includes table linens, chair covers, signs,

house decor, greenery, vases, lighting, backdrops and back drop covers.

**Gold Wedding Package    \$3,000.00**

**The Gold Package includes 13 hours of rental time** beginning Friday at 4pm and ending Saturday night by midnight.

- The 13 hours can be divided anyway you prefer, giving you time on Friday night to decorate. Your wedding rehearsal is included within these 13 hours. Please note, if you choose to host your rehearsal dinner in the space, an additional fee will apply.
- Entry to the venue on Saturday is 9am . Your event should end no later than 11 pm to allow time to remove decorations and give vendors enough time to break down their equipment so everything is done by midnight.

Table linens,skirted chair covers and select decor are included in the silver package.

## **Silver Wedding Package    \$2,500.00**

The Silver package allows 5 hours for your event plus 5 hours for setup, rehearsal and breakdown.

Your one hour rehearsal can be anytime after 4 pm on Friday afternoon.

Entry to the venue on Saturday is 9am . Your wedding should end no later than 11 pm to allow time to remove decorations and give the vendors time to breakdown their equipment so everything can be complete by midnight

### **Rental Information**

**Catering information** - You can bring your own caterer or choose from our preferred list. Caterers are responsible for cleaning the kitchen and disposing of trash generated during the event. Our rental fee does not include kitchen cleanup, trash disposal or bussing tables & cleaning food off tables in the reception hall.

**Self Catering** : Self catering(means you are the caterer) is allowed with a \$300.00 refundable kitchen use deposit. This is in addition to the \$400.00 damage deposit. The deposit is returned after the event

Alcohol is allowed with an ABC license \$ 55.00

Liability insurance is required and is obtained from the Diocese of Richmond. \$100.00

Refundable Damage deposit of \$400.00 is required and is returned after 2 weeks

To reserve the rental space a contract and 50% of the rental fee is due. The balance is due 60 days before the event

