



THE PENDENNIS

WEDDINGS & EVENTS

1. The client must provide a minimum of two (2) million dollars of insurance and provide it to The Pendennis Weddings & Events (TPWE) at least ten (10) days before the Event with The Pendennis Weddings and Events Inc. Listed as co-insured. Event may be cancelled, and no money refunded if the insurance is not provided.
2. Absolutely nothing may be affixed to any surface in the venue without written permission. This includes tape, nails, wax, glue, screws, or any adhesive of any sort, to any surface including the exterior of the building. Any requests or plans to affix something to a surface in the venue must be provided in writing a minimum of 15 days before an event, with the removal plan, and are subject to approval. Any damages will be repaired by the venue and not the client. An estimate for the repairs will be sent to the client to be paid in advance of the repair work, and the final amount, if higher, will be applied to the credit card on file, if lower, will be refunded.
3. The caterer must provide a photo of their insurance and food-handling permit thirty (30) days prior to the Event. This information is to be emailed to Elizabeth@thependennisweddingsandevents.com
4. There will be no smoking of any substance on the premises except for outside in permitted areas. A fine of five hundred dollars (\$500.00) will be applied if violated, or a cleaning fee, whichever is greater.
5. The final Event layout as well as all Furniture & Décor choices must be submitted in writing via e-mail thirty (30) days prior to the Event. Any submissions after the deadline may be subject to a fee. All layouts are subject to the basic layout requirements provided on the website and listed at the bottom of this document in Appendix A.
6. Music playing on the balcony must be turned off by 11:55PM.
7. All rice, confetti, or other items intended for being tossed are not allowed in the venue without written permission.
8. All attendees will conduct themselves in an orderly manner, ensuring the safety of all guests. Anyone deemed disorderly can and will be removed by either The Pendennis staff or by the Renter. The Pendennis W & E reserves the right to cancel a booking if the is deemed out of control and order is not restored in a reasonable time. No refunds will be returned if an Event is canceled under these circumstances.
9. For packages including a per-item rental, final guest count changes must be submitted in writing at least seven (7) days prior to the Event.
10. Capacity: The Pendennis W & E can accommodate up to one hundred and fifty (150) seated guests for the indoor ceremony and receptions in the Ballroom. This includes vendors. Fourth floor capacity is subject to layout.
11. If there is a need to drop anything off at the venue the day before the Event, it is subject to availability and a two hundred and fifty (\$250.00) fee. The Pendennis W & E accepts no liability for anything dropped off in advance of the booking or left on site after the event formally ends.
12. The Pendennis W & E staff does not assist with any loading or unloading of personal/rental items or moving them on the day of the Event unless Set Up services are booked.
13. You must select an available bar package through The Pendennis W& E. No outside liquor is allowed on site without written permission. If the corkage package is selected, it is subject to all AGLC rules, and must be removed at the end of the event. If the remaining liquor is not removed within the contractual time frame, TPWE accepts no liability for its care, and it is subject to a \$500 fee for pick up and is subject to availability. Pick up must be scheduled through Elizabeth, and no employees of TPWE may be called in to work by the client.
14. Absolutely no food or florals can be dropped off before the contract start time on the day of the Event.
15. The Pendennis W & E is not responsible for any parking or parking lots in the area. Park at your own risk.
16. Any additional décor items, subject to approval, including candles, to be included in set up completed by TPWE must be complete. This means no stickers and/or wrapping and no assembly required. An additional

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three hundred dollars (\$300.00) fee will be applied if items are not presentation ready. The Pendennis W & E reserves the right to refuse applying the fee and preparing décor if time does not permit.

17. TPWE's has glassware, tableware, and cutlery available for rent. This does include set up or bussing. These items are a la carte unless explicitly included in your package.
18. Any last-minute changes or requests must be approved by the Day of Coordinator. Each change may be subject to an additional fee.
19. There are to be no animals on the premises unless they are a service dog. Credentials must be provided before the event.
20. Children must be always accompanied by an adult.
21. Clean up does not include tableware, or cutlery. It does not include florals, gifts, or personal items brought in by the client. If buckets are provided for the florals, floral centerpieces will be placed in them during clean up. Please note that clean up starts at 11:00 PM or possibly earlier, depending on your event. Tear down may be booked as an additional service which would include these items.
22. Any and all damages will be noted and calculated, and a bill will be sent to the client. Once an e-mail has been sent to the client, they will have 36 hours to review, after which we will proceed to charge the credit card on file. The Client is responsible for themselves, and their guests use of the property and any items included in the rental or additionally rented from The Company.
23. Damages include but are not limited to:
 - a. Any damage to the Pendennis Building or property, inside or out.
 - b. Broken or damaged furniture or rentals including arches, glassware, plate ware, tables, etc.
 - c. Lost or stolen items.
 - d. Toilets plugged or damage due to guest misuse (no tampons are to be flushed).
24. Only TPWE staff are to rearrange or move the dance floor, any of the wood tables, and/or any large furniture. If any of these items are moved without permission a fee may be charged, or damage and repair fees incurred up to the cost of replacement if sufficient damage is caused.
25. The Getting Ready Suite must be vacated in full at the end of the booking and put back to how it was found when the guests arrived. No red wine/red drinks shall be drunk in the Getting Ready Suite.
26. Unless otherwise noted in your package, all items must be removed from the property at the end of your booking. If there are items left behind, there will be an extra fee to arrange for pick up, and the items may possibly be thrown out. Any leftover foods and florals will be thrown out.
27. Absolutely no one except Pendennis staff are allowed behind the bar under any circumstances.
28. No vendors are allowed to use the bar in any capacity, including using the plug ins behind the bar. If required, this request must be submitted in writing a minimum of 30 days before the event is to occur.
29. Access to the storage room is not included in bookings ever. Staff only.
30. Absolutely no cooking on site without written approval from Elizabeth.
31. The wood tables in the cocktail bar are not to be moved without written permission from Elizabeth.
32. The thermostat may not be touched/changed by the client or their guests.
33. All items not provided by TPWE's must be removed from site in full after an event unless tear down services are booked.
34. The Wood Tables may not be taken down while guests are on site for safety reasons. They may not be moved except by TPWE staff. Once set up as per the layout, they must remain as they are unless confirmed in writing by Elizabeth.
35. If payment is not made on time, it is subject to 20% interest, accrued daily.

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