

Rules and Regulations for Tivoli Terrace, Tivoli Too and The Hacienda

- A non-refundable consultation/booking fee of \$2000.00 is required to secure your date. Prime time bookings (Saturday nights) must guarantee 100 guests. Saturday and Sunday mornings requires a guarantee of 50 guests. All other time slots require a minimum of 75 guests.
- The menu and beverage prices are subject to change. All menu and beverage prices quoted will be honored for six months from booking date. If the total estimate is paid within six months of booking date, that price becomes totally firm.
- We do not assume personal or financial responsibility or liability for cake top pieces and other personal items, such as gifts left at the premises for storing, installation or distribution by client.
- Tivoli Terrace, Tivoli Too and The Hacienda conform with all alcoholic beverage control regulations, especially as they pertain to the serving of alcohol to guests under the age of 21 (twenty-one). Beer, wine and champagne are alcoholic beverages. Any infraction of the Alcoholic Beverage Control Regulations could result in the complete closing of the bar.
- There is a \$500.00 security deposit, payable by separate check, with your 50% payment. Precluding property damage, breakage or theft, the deposit is refundable within ten working days of your event. Damages by DJs and bands are your responsibility.
- These facilities are not amenable to children. WE ARE NOT CHILD PROOF! Therefore, we do not accept responsibility for the behavior or safety of any child on the premises. As hosts, you will assume the responsibility of the conduct of your guests and vendors. Please respect our policies for your protection. Remember the security deposit of \$500.00 is reflective of these conditions.
- At Tivoli Terrace and Tivoli Too, your entertainment selection must be from our pre-approved referral list, as required due to noise regulations of a prescribed decibel level of 85. Please inquire for further specifics pertaining to this requirement.
- We request the help and cooperation of the bridal party and their guests in adhering to the arrival and departure time of your wedding and reception. To assure your guests the highest standards of appearance and preparation of your event, the entrance will remain closed and locked until the bride's arrival time begins as indicated on the contract.
- Included in our package is a rehearsal for your wedding which is scheduled at your time of booking. It is possible that we may book an event at the location of your rehearsal. If that is the case we will notify you and we can: 1) reschedule your rehearsal time or 2) do your rehearsal in an alternative area. Be aware that the allotted time for a rehearsal is 30 minutes. It is very important that everyone be on time. If you arrive late, it minimizes your allowed time. It is likely that another rehearsal is scheduled after yours.
- For events that wish to exceed the allotted time, additional hours may be purchased at the price of \$1000.00 per hour (plus service charge and sales tax). No event can exceed 6 hours of time and must end by 11:00pm at Tivoli Terrace and by Midnight at The Hacienda. Extra time must be purchased by the 50% payment date (3 months prior to your wedding).
- We reserve the right to move the ceremony and/ or reception due to inclement weather. Tivoli Terrace and Tivoli Too also reserve the right to put their winter tent up early or keep it up longer depending on the weather.
- Our package is a set price. If you choose not to use certain items (i.e., cake, flowers, pianist) there will be no deduction from the package price.
- The non-refundable consultation fee is not transferable to another date. It is only applicable to the date, time and package price booked. The booking fee is applied towards the final payment which is due two weeks prior to your weddings. Your 50% payment is due 3 months prior to your wedding and is based on your estimated count.

Rules and Regulations for Tivoli Terrace, Tivoli Too and The Hacienda

- The minimum guest count guarantee is for full price guests. Once the minimum has been met, vendor discounted pricing applies. When you give us your guest count two weeks prior to the event, please notify how many full price guests, children and vendors will be attending.
- Policy for Children. Children Ages 3 and up are full price. Children under the age of 3 are free.
- We do not allow any pre-recorded music during the ceremony. We do supply a pianist for the ceremony.
- If you have a vocalist and they require a rehearsal time with our pianist, there will be an additional charge to be paid directly to the pianist for their time.
- Entertainers, vocalists and vendors need to supply their own equipment
- We do not permit the use of IPODs in place of Disc Jockeys
- We do not allow any flowers to be added to our center pieces.
- We do not allow any added decorations to the facility.
- The movement of plants and pots is prohibited.
- We are a non-smoking facility.
- No rice, birdseed, confetti or streamers may be thrown on property.
- We do not allow real rose petals to cover the aisle or stairway. Rose petals may be thrown by the flower girl only.
- We do not allow runners in the chapel area.
- If you bring in an outside cake, it must be from a licensed bakery and a cake waiver form will need to be signed. If you bring in your own cake we will not provide one for you.
- No other outside food is permitted on property.
- If you wish to bring in your own wine there is a \$15.00 corkage fee per bottle.
- No other alcohol may be brought onto the property.
- We do not allow early arrival of guests. If clients arrive early, additional costs may occur.
- Nanny*s or parental guidance is required for all children
- No live "dance" bands are permitted at Tivoli Terrace and Tivoli Too!
- No butterfly releases are allowed.
- No centerpieces with live fish are permitted.
- If you provide extra candles they must be glass enclosed.
- The florist and Disc Jockey may arrive 30 minutes before brides scheduled time of arrival.
- Last call is given at the bar 30 minutes before the end of the event (The Hacienda gives last call 45 minutes before the end of the event). We require identification at the bar for those guests who look under the age of 30. Anyone not able to provide legal proof of legal drinking age will not be served. If under age guests are caught drinking they may be asked to leave or the bar may closed if underage drinking persists.
- We offer the Referral List as a courtesy to our clients. We are not responsible for any vendors, policies and procedures, or any agreements made between client and vendor.
- You are not assigned to a single coordinator. Our event coordinators work as a team and any of them can help you with the planning process. If you wish to hire an outside coordinator, they must work with our coordinators and abide by our rules and
- regulations.

Event Time Guidelines

50 - 99 guests	4 hour time period
100-199 guests	4-1/2 hour time period
200-300 guests	5 hour time period

The dressing room time is included within these times.