



## **Spring Chateau Frequently Asked Questions**

### **How do I visit/see The Spring Chateau?**

Your event is very important to us and we want to make sure we answer all your questions upon your visit, so we would prefer that you make an appointment to ensure we have adequate time to meet all your needs. To schedule an appointment please call our office during office hours (Monday – Friday 10-6, Saturday and Sunday office hours vary because of events on the property). You may also email us to schedule an appointment. Our email address is [springchateau@yahoo.com](mailto:springchateau@yahoo.com)

### **Can we have our ceremony and reception at the Spring Chateau?**

Yes, we have a chapel and a gazebo for an outdoor ceremony. Choose from one of our 3 halls to host an incredible reception.

### **How much will it cost?**

The Spring Chateau offers various options. The Spring Chateau has 3 private facilities for your booking needs. One option that makes it easy for our customers is a package that includes most wedding requirements. Our packages do not include the photographer or the florist because of the various personal requirements. In addition we also allow you to bring in your own beverages, which can save you a substantial amount. Our packages are very flexible and allow you to make changes to meet your needs. The price of your event will vary based on any of the following:

- The size of your group and the size of the ballroom that is needed
- a reception only or if you have chosen to use the chapel and reception ballrooms
- The time of the year
- The day of the week
- What time of day (morning, afternoon, or evening)
- If we choose the package option, what is included in the package?
- Ceremony (Chapel or Gazebo)
- Rehearsal
- Waterfall feature for photo shoot with your photographer on your wedding day
- Reception in the hall of your choice
- Minister
- Dinner
- Bride's Wedding Cake
- Table Decor
- Wedding Coordinator
- Busboys
- DJ
- Fireworks (evening events only)
- No additional charge for services, gratuity or sales tax.

**Do you offer credit if I choose to use an outside vendor for services included in your packages?**

Yes, price reductions will be made if you choose to forgo one of our package options.

**How many does the chapel hold?**

The chapel has seating for 250 guests with each person provided their own separate seat.

**How many can the Gazebo hold for an outdoor ceremony?**

It can accommodate up to 400 guests.

**May we bring our own decorations?**

You are welcome to bring your own decorations. There are certain contractual restrictions on the type of decorations and methods of securing decorations. You must also consider any set up time you may need in your rental time.

**When is the balance of the event due?**

If you are renting only the hall we request \$1,000 at the time you book the event with the balance due 4 months prior to the event. If you are selecting the package option, we request a \$1500 deposit.

**May we have fresh flowers in the Chapel?**

You may have arrangements of fresh flowers for bouquets and boutonnières. Please use silk flowers for the flower girls to throw. Fresh flowers damage the historic floor and you will be charged for any damage.

**May we choose our own vendors?**

You may choose your own vendors, but all vendors must be approved by the Spring Chateau. Charges may apply for Specialty Vendors.

**May we have candles?**

Candles are not permitted due to a potential fire hazard and to secure the safety of our guests. Exceptions may be made for floating candles.

**How many guests can the ballrooms accommodate?**

Capacities are as follows and are approximate:

- Spring Chateau up to 300 - 500 guests
- Madison up to 250 guests
- Enclave up to 50 - 60 guests

**Are there any overnight accommodations for guests?**

Yes, we have multiple 3 bedroom cottages available. We also have a one bedroom honeymoon cottage if the Bride and Groom would like to stay on the premises after their reception.

**Can we provide our own beverages?**

Yes, you are allowed to bring in your own beverages. If this includes alcoholic beverages you will be required to hire an approved bartender to serve the beverages as well as approved security. By supplying your own beverages you will be able to save a substantial sum as well as the usual corkage fees that most halls charge.

**When do I book my rehearsal?**

It is best to schedule it about a month before your ceremony.

**If I cancel can I get a refund?**

Sorry, but since we have reserved the date for you it makes it very difficult to rebook your date. We often have to turn down requests for a date once it is booked by you. If you need to reschedule we will do our best to rebook your original date. If we are able to rebook the date at the same price we will charge \$250 for moving your date. The \$250 is for the administrative cost to cover our efforts to rebook and handle the change. If we can only rebook at a lower price than any difference will be added to the \$250 fee. If you have fully paid for the event we of course will refund cost not incurred for such things as meals, clean up, etc, if time permits us to timely cancel.