

### Reserving a Date

- REFUNDABLE DEPOSIT – You are welcome to submit a \$1,000 refundable good faith deposit prior to confirming to hold your preferred dates pending a site visit and your decision. The good faith deposit will apply to the Wedding Fee deposit if you should decide later to confirm. If at any time you decide not to confirm, your deposit will be promptly refunded and your dates will be released.
- SITE VISIT – You're welcome to come for a site visit and tour whenever the estate is not rented to another group, and you can refer to the Estate Availability calendar on our website for open days. Hawkesdene is shown by appointment only. Please contact us to schedule a tour.
- CONFIRMING YOUR DATES – Dates are confirmed and rates are secured by receipt of the Wedding Fee deposit.

### Payment Arrangements & Schedule

- WEDDING FEE – 50% of the Wedding Fee is required to confirm your wedding and secure your preferred dates and current rates, with the balance required one year prior to your arrival.
- ESTATE RENTAL – While there is no estate rental deposit required up front, estate rental rates are confirmed at the time of booking. 50% of the estate rental is due one hundred and eighty (180) days prior to arrival. The remaining balance is due fifteen (15) days prior to arrival.
- DINING – While there is no dining deposit required upfront, 100% of the estimated dining costs along with your meal plan, menus and final guest count each night and for meals are required fifteen (15) days prior to arrival so that we can place your food and beverage orders and schedule our service team.
- PAYMENT METHOD – Payment can be made by credit card via the secure Make a Payment portal on our website. Confirmation will be sent to the client via email whenever a charge has been applied or a change has been made to your reservation.
- GUEST PAYMENTS – For your convenience, guests who are paying separately can book their reservation independently and securely by credit card via the secure 'Make a Payment' page on our website. You decide who stays here, where they stay, what they pay and when they pay. When you're ready please direct your guests to the 'Make a Payment' page on our website so they can book their stay. You will be copied on each guest booking. Hawkesdene will process the charge on whatever date you decide and send you confirmation. Hawkesdene will not run individual guest charges without your approval.

### Wedding Fee

- The WEDDING FEE is for use of our property, furniture and equipment for the wedding rehearsal, ceremony and reception. It also includes the planning, setup, service and breakdown of your wedding rehearsal, ceremony and reception. A detailed list of Hawkesdene property that is available for your use is located in the Estate Wedding document.
- WEDDING REHEARSAL – The Wedding Fee includes the Wedding Rehearsal and can be scheduled with Hawkesdene. Hawkesdene will help facilitate the rehearsal.
- WEDDING CEREMONY – Hawkesdene will provide and handle the set up and breakdown of our equipment for the ceremony including, but not limited to, our folding chairs, shepherd hooks, side tables and an aisle runner. The client is welcome to bring us their personal items and instructions for set up. Ceremony location can be decided on the day of the wedding.
- WEDDING RECEPTION – Hawkesdene will work with you on the details of your reception from the time your reservation is confirmed. Included is the production and service for the reception, bartending service, stations as well as the planning, use, management, set up & breakdown of our equipment and furniture including, but not limited to, custom matching tables & bars, folding dining tables, cocktail tables, linen table cloths and napkins, solid X-back chairs, table lanterns, votive candle holders and candles, glass vases, wood boards, stumps & risers, burlap runners, signage and small and large easels. A detailed list of our equipment is located in the Estate Wedding brochure. You should not have to rent anything, but you are welcome to bring us your personal items and whatever else you want incorporated into your special day along with instructions for set up.

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- ❧ WEDDING PLANNING – Hawkesdene will handle all of the wedding coordination and planning, and will assist in the securing of the officiant, floral arrangements, wedding cake and desserts, photographer, DJ, music and entertainment, tents and any additional rentals or equipment needs.
- ❧ There is no tax applied to the Estate Wedding Fee.

## Estate Rental & Accommodations

- ❧ ESTATE RENTAL – Estate Rental includes private use of the 70-acre estate and grounds including 30 private bedrooms in the Main House, Cottages and Studio. Estate rental also includes the Reception Gallery, Bridal Salon, Open Air Pavilion, Pergola Garden, Alpaca Stable, Swing Arbor, Covered Bridge, Hawkesnest Pavilion, Fire Pit, Pastures, Lawns and Gardens. Since we are private and host one group at a time there are no curfews.
- ❧ Since we have onsite accommodations for up to 122 guests the cost of estate rental is usually shared amongst those staying here. This is typically done by dividing estate rental by the number of rooms or number of guests to come up with a 'per room' or 'per guest' rate. Please inquire for details.
- ❧ ADDCOTTAGES. Hawkesview Cottages, Phillips House & Blackberry Cottage may be added on at any time if additional accommodations are required to accommodate the overflow of guests so that they do not have to stay offsite.
- ❧ In order to assist guests and in case of emergencies, Hawkesdene must have names of all onsite guests and room assignments, and there is an 'Onsite Accommodations' worksheet located on our website for your convenience.
- ❧ When making your invitation plans, please keep in mind that check-in time is no earlier than 4pm and check-out time is no later than 11am.
- ❧ Room rates are based on double occupancy. Maximum occupancy in the main house is 20 guests. Maximum occupancy in the cottages and studio is 2 per bed/sleeper sofa. It is necessary that we know how many guests will be in each room so that the room will be properly stocked.
- ❧ Only the wedding couple must be checked in by Hawkesdene to ensure that they are given the correct information about their stay. Individual guests who arrive at different times do not have to check in with us.
- ❧ Small/medium dogs are welcome in the cottages. Sorry, no dogs in the main house
- ❧ Rooms and Cottages are elegantly appointed, and premium hotel quality daily housekeeping is included.
- ❧ A 7% NC sales tax and 4% lodging tax will apply to estate rental.

## Dining

- ❧ Hawkesdene has a full time culinary team along with professional service and support staff. Therefore outside caterers are prohibited.
- ❧ It is required that onsite guests participate in the dining plan as it includes all meals, snacks, non-alcoholic beverages, bar supplies, staff and service for the duration of your stay.
- ❧ Breakfast, lunch, brunch and appetizers are chef's choice and include a generous spread of items to suit everyone's tastes. Dinner choices are decided by the client. Custom menus are welcome and may be subject to an additional fee. We are happy to accommodate special dietary requests and food allergies.
- ❧ Menus must be scheduled and planned a minimum of fifteen (15) days in advance.
- ❧ The client is responsible for bringing in alcoholic beverages and there is no corkage fee. Even though Hawkesdene does not sell alcoholic beverages we will manage them for you once they arrive on property and there is no additional fee for this.
- ❧ Children 10 and under are priced at 50% off.
- ❧ Since we host one group at a time, utilize specialty food purveyors located across the country, purchase food fresh for each group and cannot purchase similar quality food locally, we are unable to accommodate wedding food tastings.
- ❧ Hired '3rd party' vendors who are not a guest on property are priced at 50% off. If a separate or special menu is required for vendors then regular rates will apply.
- ❧ 7% NC sales tax and 18% service charge will apply to dining.

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## Rehearsal & Reception

- ☞ Schedule and location for meals are scheduled a minimum of fifteen (15) days in advance. Rehearsal & ceremony locations may be decided on the day of your wedding.
- ☞ Sparklers are acceptable as a send-off, but Wish Lanterns are prohibited because they fall onto neighboring properties.
- ☞ Your wedding reception includes a full-service bar for five hours which begins with your Post Wedding Cocktail Party proceeding the wedding ceremony. You're welcome to extend your reception up until 11pm for an additional fee. We require that vendors be released by 11pm. You're welcome to host a post reception 'after party' in the Open-Air Pavilion and continue the celebrating for as long as you like.

## Vendors

- ☞ There is no financial benefit to us if you use our preferred vendors. Our list of preferred vendors has been created for your convenience but you can hire any vendor you like. We always recommend our preferred vendors over others because they have earned a place on our list, know our policies and property well, and will provide you with the best product, service and rates.
- ☞ Due to our privacy policy we respectfully ask that vendors who are not listed on our preferred vendor list complete the Vendor Registration form on our website.
- ☞ Vendors who require additional days for set up or break down are permitted access to the estate on days preceding your scheduled arrival day or after your scheduled departure day at the rate of \$300 per day. This applies to tent and event vendors hired for major installations.
- ☞ We respectfully ask that all vendors be released by no later than 11pm.

## Alcohol

- ☞ Hawkesdene does not sell or provide alcoholic beverages but we do provide everything except for the alcohol. Therefore, beer, wine and/or spirits are provided by the client. Hawkesdene will manage a beverage station that includes alcohol.
- ☞ Due to limited counter and bar space and in order to best streamline our ability to walk around and serve guests, please limit the bar selections for each dinner to the following: 1–2 tapped kegs at a time, 2 to 4 bottled beers, 1 to 2 white wines, 1 to 2 red wines, 1 champagne, and spirits to include vodka, gin, rum, tequila, scotch, whiskey and bourbon.
- ☞ We reserve the right to prohibit beverage service to any persons who are intoxicated.

## Smoking

- ☞ Smoking is allowed outside of the buildings only. Please use ashtrays to dispose of butts.

## Cancellation

- ☞ We understand that there are circumstances that may require you to cancel your reservation. If the wedding couple cancels the contracted event, that constitutes a breach of its obligation to Hawkesdene, and Hawkesdene would be harmed. Should the wedding not be held at Hawkesdene, the tenant will pay to Hawkesdene, as liquidated damages, and not as a penalty, cancellation charges of 100% of all deposits and payments made.
- ☞ Hawkesdene reserves the right to cancel your reservation if the required payments are not made by the specified dates.
- ☞ Cancellation insurance is required.

## Promotional Use

- ☞ We occasionally photograph and/or take video images of the weddings at Hawkesdene for advertising and marketing purposes, including social media. Please inform us if you or anyone in your group does NOT want your name and/or photographic likeness to be included or tagged in photos, video or other forms of media.

## Liability & Damages

- ☞ Hawkesdene is our home and we work very hard to maintain the highest quality standards to the facilities, buildings and grounds. Please convey to your guests to respect the property and grounds at all times and dispose of cigarette butts, bottle caps and other trash in the proper receptacles.
- ☞ The client agrees to be responsible for payment of any missing or stolen items and any damages to Hawkesdene, cottages, grounds and facilities caused by your guests, wedding party, family or vendors during your stay.
- ☞ Liability insurance is required.