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**RULES and REGULATIONS**

Marry Me COTTAGE is an intimate wedding venue. **Maximum head count is 50 persons**, depending on the package you have chosen.

**Marry Me COTTAGE is OPEN ONE DAY A WEEK**: TUESDAYS 3PM TO 6PM to drop off any paperwork, make payments or view the venue and property. Marry Me is available by phone or email Monday through Friday. Expect slightly delayed replies Friday, Saturday and Sunday as those are our busiest days of the week.

If Marry Me COTTAGE would be CLOSED on a TUESDAY due to a wedding, we will have the date posted on our website under COTTAGE TOURS and we will post on our FACEBOOK PAGE by 12pm the day of for a reminder.

If Marry Me COTTAGE should need to CLOSE on a TUESDAY for any reason other than a wedding, will post on our FACEBOOK PAGE by 12pm the day of schedule tour.

**RESERVING THE DATE**

* Lessee(s) must complete both, the CONTRACT and pay the RETAINER FEE.
* All PAYMENTS submitted, including the retainer fee or any payment made after, are FINAL and

NON-REFUNDABLE for any reason.

**GENERAL RULES**

* Marry Me COTTAGE will open for the couple, wedding party and guests at the time listed on your contract. No access will be granted prior to this time.
* The lessee(s) are responsible for all guests and wedding party attending the event. Any damage or loss resulting from any of the event attendees will be billed to the lessee(s).
* The venue cannot be used for any other event or use other than the wedding ceremony intended on the contract.
* Marry Me COTTAGE llc is not responsible for weather conditions. Please come dressed and prepared appropriately. Bring umbrellas if necessary.
* **No outside ALCOHOL** is allowed on the property. This includes the parking lot (NO OPEN CONTAINERS)
* Smoking cigarettes and electronic cigarettes (vaping) are allowed in the TWO designated outdoor smoking areas. Cigarette butts are to be disposed of in the provided ashtrays. There is NO smoking/vaping allowed inside the venue.
* **NO DRUGS, including the use of MARIJUANA/CANNABIS** *in any form*, are allowed anywhere on the property. Anyone using such products will be asked to leave immediately and won’t be able to return.
* NO WEAPONS of any kind are allowed on the property. This includes conceal and carry.
* Children under the age of 14 must be supervised at all times by an adult over the age of 18.
* No climbing, standing, walking, sitting in the garden beds, on fences, trees, bushes, iron windows, fountains, ponds, rocks, pergola, archways, barrels, etc.
* No foul or abusive language or obscene gestures. No physical or verbal abuse of any kind.
* Do NOT walk through landscaped areas. Please stay on pathways and grassy areas.
* No bikes, skateboards, roller skates, wheelies or any like kind is allowed on the property.
* No throwing rocks or any other items into any of the water features.
* No kicking rocks on the pathways or landscaped areas.
* Keep all doors to The COTTAGE and The CARRIAGE HOUSE CLOSED as much as possible. This will help with heating and cooling.
* The venue and guests must follow all guidelines/laws set forth by the city, state and national government.
* ALL vehicles MUST BE REMOVED from Marry Me COTTAGE llc property immediately following rental time frame. Any vehicles remaining on the property will be subject to be towed at the expense of the owner.
* Do not hang out in parking lot following your rental time frame as the next couple will be coming in. You and your guests are expected to leave the parking lot within 10 minutes of your departure time stated on your contract.
* **All items that are brought in by the lessee(s) or guests, must leave the property upon departure, including all personal belongings, dress bags and any boxes brought in. Space must be left in the condition it was when you arrived.**

**WEDDING QUESTIONNAIRE**

Couples will be required to complete a QUESTIONNAIRE to review details of the wedding ceremony and return at least 7 days prior to their wedding date. The only exception will be those who are hosting a JUST MARRIED or JUST MARRIED + elopement package. QUESTIONNAIRE is located in your RESERVATION FOLDER. OR you can request one by email.

**WEDDING REHEARSAL**

* A 30 minute rehearsal is available on Thursdays, depending on availability, for a $50.00 fee. Rehearsal must be scheduled at least 1 week in advance and the fee must be paid at least 3 days to rehearsal.
* We ask that rehearsals are limited to the wedding party only so that the rehearsal runs smooth and on time.

**WEDDING TIMELINES**

* The venue timelines are STRICT. Please arrive on time and depart on time. Timelines are not extended for any reason.
* Arrival: Lessee(s) and their guests are expected to arrive at the time stated on your contract. No access will be granted prior to this time.
* Departure: Lessee(s) and their guests are expected to depart at the time stated on your contract. No extended timeframes will be granted. Please have all personal items gathered and ready to go.
* In the event that either person of the couple getting married arrives so late to their own wedding that they cannot get married, the lessee(s) forfeit the time allotment.

**WEDDING CEREMONY**

* The couple is required to apply for a marriage license in the state of Missouri. Couple is responsible for this task and this fee. Contact your nearest Recorder of Deeds office to inquire how to apply and what fees you will have to pay. Couple will need to bring the marriage license the day of their wedding.
* For the JUST MARRIED and JUST MARRIED PUS PACKAGE, the script is set. Short and sweet ceremony with quick and traditional vows.
* For the MODERN ELOPEMENT and INTMATE CEREMONY PACKAGES, Marry Me Coordinator will email over VOW and RING exchange choices. You get to choose what you say during the ceremony.
* Personalized Song Choices. We do play all music through SPOTIFY. We will NOT play through any other streaming service.

**GUEST COUNT**

* Your guest count CANNOT exceed the maximum head count stated on your contract.
* Children 3 years + count as a guest.
* Children 2 years and under do NOT count as a guest, however, the venue does not provide seating for children 2 years and under.

**WEDDING PREPARATION AT THE VENUE**

* The venue has one wedding suite available to get ready. The suite is cozy, allowing 3 persons to “comfortably” prepare and get dressed.
* Do NOT hang dresses /suites from: mirrors, chandeliers or curtain rods.
* If both partners plan on getting dressed at the venue, we will close off the inside chapel. A floor mirror is provided.
* Hair and Make Up should be done prior to arriving to the venue.
* Keep the suite and indoor spaces tidy and personal belongings gathered so departure is quick and easy.

**CEREMONY SPACES**

* **The COTTAGE**: Cozy indoor space. 12 person maximum (Happy Couple + 10 guests). Available YEAR ROUND.
* **The COURTYARD PAVILION**: Outdoor space. Ceiling Fans. Standing heaters available November – March (50 degrees or less)
* **The WOODLANDS**: Outdoor space. Nestled in the tree line. Available MAY through NOVEMBER
* **The CARRIAGE HOUSE**: NEW! Upgrade Fee required! Indoor space. Great for ceremony. Perfect setting for reception.

**WEDDING DECORATIONS**

* The venue décor provided by Marry Me COTTAGE is NOT to be moved or altered in any way.
	+ If you would like to add to the venue décor such as fabric or additional flowers, please speak with a Marry Me Member.
* Lessee(s) may bring in their own decorations.
	+ (Lessee(s) must either submit a written list of items or emailed list of items being brought in)
* Cannot use staples, screws, nails, tape, sticky residue, thumb tacks, etc. to put décor up.
* Decoration RESTRICTIONS: no petals (real or fake), glitter, sequins, confetti, streamers, poppers, silly string, flower seeds, balloon releases, lantern release, fireworks or any other items that would be harmful to either the property or animals.
* Real, burning candles are NOT allowed. Battery Operated / flameless candles are allowed.
* Smoke bombs are not allowed without a permit from the city. Must be used in approved areas on the property.
* Marry Me COTTAGE reserves the right to either change, rearrange, add or move the venue décor, including arbors, gazebos, change or eliminate spaces throughout the year as seen fit for the venue. Marry Me COTTAGE would notify the lessee(s) of any changes. (This is and would be extremely rare)
* Marry Me COTTAGE recommends vising the venue on a tour date 2-3 weeks prior to the wedding to see any changes that may have taken place.