**MICRO WEDDING RULES and REGULATIONS**

Marry Me COTTAGE is an intimate wedding venue. **Maximum head count is 50 persons**.

**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.

**PAYMENTS**

* All payments, including the retainer fee and all payments made after are NON-REFUNDABLE for any reason.

**SECURITY DEPOSIT**

* Lessee(s) will place a SECURITY DEPOSIT in the amount of $1,000.00. (DUE 30 days prior to wedding date) by Check, Cash or Credit / Debit Card on file.
* Check must have at least one of the lessee(s) names listed.
* Security Deposit is to ensure that there is no breach of this contract.
* Venue is left clean and clutter free. (All items brought in must be removed, including all boxes and bags).
* Lessee(s) and their guests must comply to all the rules and regulations, including the drug and alcohol policy.
* This security deposit is refundable can be collected the TUESDAY between 3pm and 6pm *following* the event as long as there has been no breach of this contract.

**WEDDING REHEARSAL**

* We offer 30 minute rehearsals on Thursdays, for a $50.00 fee. Fee is paid prior 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.
* Timeline is outlined on your contract.
* 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.

**EARLY ACCESS – Available for a $195.00 fee**

* Early Access allows arrival ONE HOUR prior to the actual timeline stated on your contract. This time can be used for preparation, getting dressed, or pre-photos.Early access is limited to **WEDDING PARTY only** are permitted for early access, if purchased. A list of all persons walking down the aisle for the ceremony will be required.
* Your VENDORS do not count. Marry Me Staff will NOT allow any other persons on the property during this time for any reason, including children not in the actual wedding party.

**EVENT INSURANCE**

* Lessee(s) must obtain and maintain Event Insurance, including Host Liquor Liability, in an amount not less than $1,000,000 Combined Single Limit for Bodily Injury and Property Damage. Such insurance must name MARRY ME COTTAGE LLC , and a certificate of insurance with an endorsement must be provided thirty (30) days prior to the event. (This insurance is separate from and in addition to insurance provided by the caterer, bar service or any other hired vendor, if one is contracted.) The Venue recommends contacting [www.theeventhelper.com](http://www.theeventhelper.com) or [www.markelusaaevent.com](http://www.markelusaaevent.com).

**HIRE PROFESSIONAL VENDORS**

* Lessee(s) must hire professional vendors for their wedding event at Marry Me COTTAGE.
* Marry Me COTTAGE llc is in NO WAY responsible for the service provided by the vendors you hire.
* All hired vendors must be LICENSED and have LIABILITY INSURANCE. This includes Caterer, Bar Service, DJ, Photobooths, Florists that will provide service beyond personal wedding party flowers, and any other vendor providing services the day of your wedding. We will request a copy of insurance from each vendor.
	+ **Hire a FULL SERVICE, licensed and insured CATERER** from our preferred list.
		- Full Service means that the catering company will DELIVER, SET UP, MAINTAIN FOOD STATION, BUS TABLES, PACKAGE LEFT OVERS, and REMOVE all items pertaining to food service following your event.
	+ **Hire a full service, licensed and insured BEVERAGE or BAR SERVICE** from our preferred list.
		- Full Service means that the bar company will DELIVER, SET UP, MAINTAIN BAR AREA, SERVE BEVERAGES and REMOVE all items pertaining to BAR service following your event.
	+ **Hire a DJ/EMCEE**
		- DJ/EMCEE must manage the reception timeline, play music and make all event announcements during the reception. DJ must maintain and stay within the noise ordinance by law.

**CATERING/BAR SERVICE**

* Lessee(s) or couple is REQUIRED to hire a full service, licensed caterer from our preferred list below to service their wedding event. Marry Me COTTAGE llc is in no way affiliated or responsible for the catering service provided by the companies below.
	+ **PREFERRED LIST**
		- **CATERER** (Your caterer can provide and serve alcohol if they are properly licensed)
		- Sugarfire 636-265-1234
		- Catering By The Christy 636-240-7772
		- Artistic Affairs 314-918-0003
		- Concetta’s 636-946-2468
		- Valenti’s 636-875-3429
		- The Pasta House 314-644-1400
		- Taraminas 636-528-9999
		- STL Bartenders To Go 636-253-0180 R 314-733-5577 – **BAR SERVICE ONLY**
		- The Wandering Sidecar Bar 314-323-1131 – **BAR SERVICE ONLY**

**WEDDING CEREMONY**

You are welcome to bring in your own wedding officiant.

 If you opt for a Marry Me OFFICIANT to perform the ceremony….

* A Marry Me Member will email over VOW and RING exchange choices. You can also choose to write your own vows if you’d like. 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.

**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.

**WEDDING DAY DECORATING**

* Lessee(s) or couple (no more than 6 persons) may come in early the day of the wedding for 2 hours to decorate for no additional fee.
* This 2 hour timeframe is for decoration purposes only and will be stated on your contract.
* No outside food or beverages are allowed.
* You are expected to decorate and leave the premises once decorations are complete.
* You may return at the access time stated on your contract.

**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.
* **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.
* We ask that the lessee(s) and their guests respect the intimate space provided for their intimate wedding.
* **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.**

**WALK THROUGH MEETING**

A Marry Me Member will schedule a WALK THROUGH MEETING approximately 30 days prior to your wedding date to review all your wedding details.

This meeting is scheduled for 30 minutes.

During the Walk Through meeting, a Marry Me Member will review the following:

* Your QUESTIONNAIRE and go over any questions they may have or you may have. Please have a list ready.
* Collect your remaining balance if not paid in full
* Collect a copy of your $1m Event Insurance Policy (can be a hard copy or emailed prior to walk through date)
* Collect $1,000.00 Security Deposit (check, cash or credit card on file)

**DEPARTURE**

* Lessee(s), couple and guests are required to collect all personal belongings and trash at the end of the rental time frame.
* Venue must be left in the condition you arrived to receive your security deposit back in full.
* All persons and vehicles must leave the parking lot no more than 45 minutes following the departure time stated on the contract.