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| **CONTACT INFORMATION** | | | | | | | | |
| **Betrothed’s Name**: | |  | | | | | Phone: | |
| Mailing Address: | |  | | | | | Email: | |
| **Betrothed’s Name:** | |  | | | | | Phone: | |
| Mailing Address: | |  | | | | | Email: | |
| Alternate Contact Person: | |  | | | | | Phone: | |
| Alternate Person’s Mailing Address: | |  | | | | | Email: | |
| **EVENT INFORMATION** | | | | | | | | |
| **Day, Date of Event:** | |  | | | | | | |
| **TYPE OF EVENT:** | | Ceremony only (indoor  outdoor )  Reception only (indoor  outdoor )  Both Ceremony and Reception | | | | | | |
| **LOCATION OF CEREMONY:** | | All American Display Garden I or II  Clsrm/Great Hall (max capacity 250)  Cottage Garden  Great Lawn | President’s Garden  Rock Garden  Terrace Garden | | | | Waterfall Garden  Woodland Garden  Arboretum  Other | |
| Ceremony Rehearsal Date: | |  | | | | | When? | |
| Rehearsal Dinner  (additional rental charge): | | Where? | | | | | When? | |
| Ceremony: | | Where? | | | | | When? | |
| Renting the Straw Bale House? | |  | | | | | | |
| Social Hour: | | Where? | | | | | When? | |
| Reception / Dinner: | | Where? | | | | | When? | |
| Dance (if applicable): | | Where? | | | | | When? | |
| Number of Guests: | | Ceremony: | Reception (max 250 including head table): | | | | | |
| Wedding Party Size  (for head table): | |  | Colors: | | | | | |
| **CATERING INFORMATION** | | | | | | | | |
| Catering Services: | | Plated Meal Buffet style Refreshments only Cocktail/Social Hour  Late Night Snacks Cash Bar Sales Alcohol Permit Completed  Hosted Bar Non-Sale Alcohol Permit Completed No Bar  If alcohol (beer/wine) is served, permit(s) **must** be completed. Notify Venue Sales and Services Coordinator at least 60 days prior to event. | | | | | | |
| **Note: All food, beverage, silverware, dishes and linen needs are provided by SDSU Catering. NO outside food or beverages are allowed.**  **To contact call (605) 697-2571 or email** [**sdsu.catering@sdstate.edu**](mailto:sdsu.catering@sdstate.edu)**.** | | | | | | | | |
| **OTHER EVENT INFORMATION** | | | | | | | | |
| McCrory AV Equipment: | Projectors/Screens Microphone(s) CD/DVD Player Music Hook Up | | | | | | | |
| McCrory Golf Cart Transportation: | Yes No (Fee is $35 per hour) | | | Time of Service: | |  | | |
| Chair Vendor-who will set up/take down  (outdoor ceremony): |  | | | Time of Arrival: | |  | | |
| Time of Pick Up: | |  | | |
| Officiate: |  | | | Time of Arrival: | |  | | |
| Centerpieces  (No glitter or confetti): |  | | | Time of Arrival: | |  | | |
| Florist: |  | | | Time of Arrival: | |  | | |
| Photographer: |  | | | Time of Arrival: | |  | | |
| Cake Vendor: |  | | | Time of Arrival: | |  | | |
| Musicians/DJ: |  | | | Time of Arrival: | |  | | |
| Dance Floor Vendor: |  | | | Time of Arrival: | |  | | |
| **PAYMENT INFORMATION:**  Half of subtotal is due at the time of reservation to secure date (no holds). Remaining rental payment is due 90 days before event.  Damage deposit due 90 days before event. Golf cart rental will be deducted from damage deposit ($35/hr).  NOTE: $150.00 will be deducted from the damage deposit if guests and items (including musicians, DJ, equipment)  are still in the Education and Visitor Center and/or Gardens after 12:30 a.m. | | | | | | | | |
| Peak SeasonTotal Rental Costs (all fees included): | | Ceremony only - $648.00 Reception only - $1,728.00 Both - $2,376.00 | | | | | | |
| Downpayment (due upon reservation): | | Ceremony only - $324.00 Reception only - $864.00 Both - $1,188.00 | | | | | | |
| Method of Payment: | | Cash Check Credit Card | | | Receipt issued:  Date: | | | |
| Remaining due (90 days prior to date): | | Ceremony only - $324.00 Reception only - $864.00 Both - $1,188.00 | | | | | | |
| Damage Deposit (due 90 days prior): | | Ceremony only - $100.00 Reception only - $350.00 Both - $450.00 | | | | | | |
| Total Final Payment (includes damage deposit, due 90 days prior): | | Ceremony only - $424.00 Reception only - $1,214.00 Both - $1,638.00 | | | | | | |
| Method of Payment: | | Cash Check Credit Card | | | Receipt issued:  Date: | | | |
| Total Return (minus damage/misc charges and/or golf cart rental): | |  | | | Check requested on (date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| Refund of Deposit to: | |  | | | Address: | | | |
| **Winter Season Rates January-March (20% Discount)** | | | | | | | | |
| Total Rental Costs (all fees included): | | Ceremony only - $518.40 Reception only - $1,382.40 Both - $1,900.80 | | | | | | |
| Downpayment (due upon reservation): | | Ceremony only - $259.20 Reception only - $691.20 Both - $950.40 | | | | | | |
| Method of Payment: | | Cash Check Credit Card | | | Receipt issued:  Date: | | | |
| Remaining due (90 days prior to date): | | Ceremony only - $259.20 Reception only - $691.20 Both - $950.40 | | | | | | |
| Damage Deposit (due 90 days prior): | | Ceremony only - $100.00 Reception only - $350.00 Both - $450.00 | | | | | | |
| Total Final Payment (includes damage deposit, due 90 days prior): | | Ceremony only - $359.20 Reception only - $1,041.20 Both - $1,400.40 | | | | | | |
| Method of Payment: | | Cash Check Credit Card | | | Receipt issued:  Date: | | | |
| Total Return (minus damage/misc charges and/or golf cart rental): | |  | | | Check requested on (date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| Refund of Deposit to: | |  | | | Address: | | | |
| **Changes & Cancellations**  With any cancellation, the down payment is not refundable. The damage deposit and final payment of rental fees are refundable for events cancelled at least 90 days prior to the ceremony. If the reservation is cancelled less than 90 days prior to ceremony, the final payment is forfeited. McCrory Gardens reserves the right to cancel any event due to violation of the Facilities Use Agreement. | | | | | | | | |
| 1. The **maximum capacity** of the Great Hall for fire code and comfort of guests is 250 people. 2. Any rental or additional furniture/decorations brought in by guest is to be set up and taken down by guest. 3. Guests can reserve the Great Hall the day prior to their event based on availability, 4-hour required minimum, for an additional hourly fee. 4. To guarantee a reservation, a down payment is required (no holds). 5. Garden admission for your event guests is included with the rental space. 6. The Straw Bale House can be rented as the bride’s dressing room when a garden-only ceremony is arranged/booked. 7. SDSU Catering is our exclusive caterer for all food, beverage, bar, and linen service. Call (605) 697-2571 for information and pricing. No outside food or alcohol is permitted in the Event Center nor is alcohol allowed in the Event Center parking lot. Any coolers brought in are subject to search. Any food related issues, special needs or questions must be directed to SDSU Catering. 8. McCrory Gardens is part of the SDSU tobacco-free campus. No tobacco product use (in any form) allowed on McCrory Gardens’ property. | | | | | | | | |
| **By signing this agreement, you agree with the rental fee charges, cancellation policy, and you understand and agree to the terms and conditions as stated in this document (please sign only after McCrory Gardens has inserted payment information above).** | | | | | | | | |
| **Client Signature:** | |  | | | | | | Date: |
| **McCrory Gardens Signature:** | |  | | | | | | Date: |

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| **ADDITIONAL NOTES:** |
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Revised 7/29/19