

Availability: Access to the ceremony and reception site for decorations setup prior to scheduled start time is subject to availability and may require additional charges. Event times vary based on package offerings or customization.

No pricing or date is guaranteed until a deposit has been received.

Bars: Bars may stay open a maximum of (5) five hours. Blackwell reserves the right to refuse service to anyone who may be, in the Blackwell staff's views, impaired or under the legal drinking age. All guests must have the ability to provide identification for proof of age. The Blackwell reserves the right to close the bar at its discretion. No outside alcohol may be brought into private guest rooms.

Cakes: The Blackwell provides complimentary cake cutting services for elopements and boutique weddings only. It will be the responsibility of the bakery or individual providing the wedding cake to handle all setup and are responsible for all cake utensils, stand, etc. Cake cutting will be responsibility of wedding coordinator for large weddings. All cakes and desserts should arrive during the setup time of your event. The Blackwell is not liable for any damage incurred by weather.

Corkage: We do not offer any corkage service. No outside beer, wine, or alcohol is permitted in any event venues.

Decorations: We welcome your creativity in designing the wedding of your dreams. Decoration may only be used that, in our judgement, will not damage any surfaces. No nails, tacks, confetti, glitter, sand, or hay are allowed. Décor items cannot be attached to any walls or windows. Candles must be enclosed in a votive holder that stands to the height of the flame. All ceiling décor must be provided by a décor specialist that is licensed, bonded, and insured. Please discuss the décor guidelines with one of our specialist.

Flowers: All flowers must be set up and taken down on the day of the event. The Blackwell cannot be held responsible for anything that is lost, stolen, or broken.

Gifts: Transportation and/or relocation of wedding gifts will need to be arranged by a personal friend or family member of the group. The Blackwell is not responsible for any lost or stolen gifts or personal items brought to the event by the group or invitees.

Welcome Gifts: Delivery of welcome gifts to the rooms prior to check-in can be arranged with your event specialist. Any personalized itineraries that need to be added to the bags may be completed by Blackwell staff. Welcome gifts must be dropped off at hotel no later than noon on check-in day.

Guest Rooms: Check-in is at 3:00pm. Due to service standards and accommodation demands, you may not be able to get into your guest room prior to 3:00pm. The Blackwell's innkeeper will gladly store any luggage items and have it moved to your guest room when it is available. We highly recommend securing an additional night the day before your event, allowing more time to get ready and relax.

Music: The Blackwell does not provide amplification or emcee services. All ceremony and reception music must be provided by a DJ or live musician and booked by you. If bringing own music, all timing and equipment must be set up and provided by you or a member of the group. All outside music must be turned off by 10:00pm due to city ordinance.

Parking: Event parking is available on the side streets of the hotel along 9th Street and Front Avenue. Parking for guests is not guaranteed and is based on availability.

Rehearsals: With exclusive venue booking, a rehearsal walk-through is included in your package. Any additional services, such as tables, chairs, and/or dinner set up/tear down will be additional charges. When not booking an exclusive venue booking, the rehearsal will take place the day before your actual wedding and is based on availability of the venue space. Boutique weddings and elopements do not include rehearsal time.

Set Up and Tear Down: The Blackwell staff will ensure all tables, chairs, and linens are set according to the diagram determined with your Event Specialist. All décor and personal items/supplies must be removed from property or disposed of at the conclusion of your event. All garbage from the event needs to be bagged and placed in a designated area and is the responsibility of the client/guest. The Blackwell staff will be responsible for chair, table and linen tear down only. All catering food leftovers are to be packaged by caterer or event coordinator/guest. For excessive cleaning done by the Blackwell Hotel staff, additional charges will be incurred. The Blackwell and its employees are not responsible for any lost, stolen, or broken items.

Sparklers: Due to the liability, we are unable to accommodate sparklers at our venue.

Vendors: The Blackwell Hotel does not offer catering at this time. The Blackwell offers a directory of preferred event vendors that are experience with The Blackwell facilities and venue. You are responsible for hiring your own vendors. Prior to any vendor deliveries or on-site visits, arrangements must be directly scheduled with the Event Specialist. All vendors must carry liability insurance and will be held to the standards of The Blackwell Boutique Hotel and are expected to treat all Blackwell guests and staff with professional courtesy.

Venue Coordinator: For wedding packages that include an Event Specialist, this person will be available on the day of your wedding to answer questions, greet vendors, and assist you with a seamless flow of activity from the ceremony and into your reception. Their main responsibility is to ensure all Blackwell duties are carried out effectively and in a seamless manner. They are not, however, a day-of coordinator. The Event Specialist, will hand over coordination to your personal Wedding Coordinator or otherwise designated point of contact.

Event Agreement: Once you have determined if our property is the perfect fit for your event; we will prepare an agreement based on availability and confirmation of your date. This agreement details the date, time, charges, deposit and payment schedule, venue rental policies as well as specifics for your event. Your date will be confirmed with a returned signed agreement and your deposit.

If you have any questions about the event guidelines, please don't hesitate to contact one of our Event Specialists for clarification.