

CAYENNE CREATIONS, LLC
DOING BUSINESS AS THE VERANDA
1746 Lockhill Selma San Antonio, Texas 78213
(210) 366-1220
sales@therverandasa.com / info@therverandasa.com
2018-2019

Rental Policies

THE VERANDA is owned and operated by **CAYENNE CREATIONS, LLC** (“Lessor”), with whom rental agreements are made. Site rental packages are based on various factors including the month and day of your event, as well as expected attendance. Please refer to the attached Schedule A for complete pricing information.

Reservation of The Veranda

Your confirmed reservation is effective upon completion of a **signed rental contract in the form attached**, along with delivery to Lessor of **a non-refundable deposit of one half (1/2) of the total estimated rental fee**. The balance of the rental fee is due 30 days prior to the event. A courtesy informal site reservation may be held for a maximum of 10 days, prior to the payment of the deposit at the sole discretion of management. It is the responsibility of the Client to reconfirm any Courtesy Holds placed on a date to avoid any possible cancellation. The changing of event dates will result in a fee of \$100.00

Site Rental Pricing includes:

- Exclusive use of Veranda areas as specified in your agreement
- Parking arrangements
- Security staff- where required
- All appropriate sales and usage taxes
- On-site Catering Captain, not a Wedding Coordinator

Catering

Catering at The Veranda is handled exclusively by **Spice Garden Enterprises, LLC, d/b/a Spice of Life Catering**, a full service caterer. Spice of Life Catering offers a wide variety of menus in all the major styles of service including buffets, seated events, walk around receptions, chef stations and family style meals. Spice of Life Catering specializes in preparing unique customized menus for each client based on personal preferences and budget.

Your menu planning process will begin with an individual consultation with a Spice of Life Catering culinary planner, after which a proposal will be developed for you. **In addition to your menu, your proposal will cover service details and rental pricing for your event including tables, chairs, linens, service ware and more.**

Once you have approved the proposal in principle, indicating that the suggested menu and service package is acceptable and within your budget range, then a complimentary tasting of selected items can be arranged. Throughout the consultation and tasting process, Spice of Life will continue to modify your proposal to ensure that your event plans are as you direct. Once all the details are finalized, a simple contract with Spice of Life Catering will be prepared for your approval to secure catering services for your special date!

Alcoholic Beverage Service

Spice of Life Catering holds a mixed beverage permit for the complete Veranda facility allowing for the service of any type of beer, wine or spirits. The law requires that **no alcohol enter or leave the premises**, other than that purchased by Spice of Life Catering from a licensed wholesaler. In the event that the Client or any guests of the Client, bring alcohol onto The Veranda premises, the security deposit will be forfeited and any alcohol will be immediately confiscated. This restriction includes the presence of outside alcohol at the wedding ceremony rehearsal, in the bride and groom suites or in vehicles parked on premises. **Every member of our staff has the authority to limit or terminate alcohol service to any individual exhibiting symptoms of intoxication. By choosing the Veranda and Spice of Life to handle your event, you agree to share responsibility for protecting your guests and the public from overconsumption of liquor by encouraging and enforcing these policies.**

Security

The presence of uniformed security officers at public and private events is a necessary reality in our modern world. In the interest of avoiding excessive “nuisance fees” – rental of The Veranda includes basic security staffing in many cases according to the following guidelines.

- For events where alcoholic beverages beyond a symbolic toast are served, there will always need to be security.
- For daytime events where there is no alcohol service- security is generally required only for events of over 75 guests.
- For evening events where there is no alcohol service, security is generally required only for events of 50 or more guests.

Please note that The Veranda management reserves the right to require additional security staff in certain situations at the client’s expense.

Nonprofit Groups and Active Military

Special offers for documented groups in these classifications are frequently available, during “non-peak” periods. Please check with your sales associate for details.

Outside Vendors

All arrangements, contracts and costs for outside vendors such as florists, bakery, entertainment and supplemental rentals are the responsibility of the client/Lessee. For your reference, we have provided a list of “preferred vendors” in several categories. The ultimate choice of outside vendors is left to the client, but **a final list of all vendors must be submitted and approved by The Veranda no later than one week prior to the event.**

Outside vendors will be allowed access to The Veranda **UP TO FOUR (4) hours prior to the scheduled event to set up and will be given one (1) hour after the event for breakdown.** It is required that the band or DJ that you hire has adequate liability insurance coverage of their own and must provide proof of insurance. A \$150 Security deposit will be required for any uninsured entertainment vendors. The City of Castle Hills has a 65 decibel sound limitation ordinance to which the client’s DJ and band must comply. The client agrees that The Veranda management reserves the right to determine the acceptable level of outdoor music. Additionally, outside vendors are expected to provide their own table(s) and linen.

Wedding Planners

Wedding Planners provide a valuable service for brides in terms of overseeing the planning of your special day. You are strongly encouraged to hire a professional wedding coordinator and not assigning that role to family or friends, let them enjoy your special day as well. Coordinators have special relationships with other vendors and can help you choose the best one to suit your needs. They are great at mediating any sticky situation you may have and more than that they are great advisors! Our staff is happy to work with any planner that you may have chosen and we also have a list of the ones that we most often work with. Spice of Life and The Veranda’s primary focus is on providing your catering service and taking care of the hospitality venue needs.

Planning Time Line for Brides at The Veranda

1. Once you have decided to host your wedding at the Veranda...
 - a. The initial deposit of 50% of the total venue rental fee is due.
 - b. A signed copy of The Veranda Rental Agreement Contract is required.
 - c. A valid credit card and charging authorization is required for our records.

2. 6 months before the big day!
 - a. A custom menu proposal is created followed by a formal catering contract with Spice of Life.

3. One month before YOUR WEDDING DAY!!
 - a. The final 50% of The Veranda rental fee is due.
 - b. A final walk through of The Veranda is scheduled.

4. Two weeks before the wedding day:
 - a. A list of vendors is due.
 - b. Your itinerary is due (please include vendor arrival times as well as your arrival and departure time).
 - c. Linen selections are due:
(Choices include a white, black or ivory polyester linen; other colors are available at a nominal upcharge)

5. One week before the BIG DAY:
 - a. Your final head count is due.
 - b. Your final catering invoice is prepared based on the provided attendance figures at which time final payment is due. If final payment has not been made by 72 hours ahead of your event date, your event is subject to cancellation.

Wedding Ceremony Packages 2018-2019

Wedding ceremonies at The Veranda can be staged in a variety of picturesque locations. The addition of a ceremony package to your reception site rental gives you up to 1 hour of usage of your specified sites. An hour for a rehearsal may arranged in the day or days before your event with a venue associate at a mutually agreeable time.

** Please note that due to our event schedule, not all times may be available. **

The ceremony package also includes:

- Use of our wedding arch- if desired
- Complimentary ice water service for your ceremony guests
- A Complimentary Hour is available for photography prior to your wedding date. This can be arranged with a venue associate at a mutually agreeable time.

Ceremony Package Pricing

Less than 100 guests-	\$ 500.00
100-199 guests-	\$ 600.00
200-299 guests-	\$ 700.00
300 guests or more-	\$ 800.00

Supplemental Notes

- Additional hours of rental for the site are generally available at a rate of \$300.00 per hour when added to your base package.
- Limited use rental packages for smaller groups may also be available especially during off peak hours. Please check with your sales associate.

Venue Rental Notes

- Set up for daytime events may not begin any earlier than 7:00am.
- Day time events are to conclude no later than 1:30 pm.
- Vendor set up for evening events, is not to begin earlier than 2:00pm
- Additional hours for set up or breakdown are available for purchase.

Schedule 2018-2019 Venue Rental Rate- up to 5 hours

*** Please be aware: Should your head count increase over the original estimate, you will be held responsible for the additional attendance based site rental fees as indicated on the pricing schedule.

Example: If you pay for 200 guests and your final head count is 300- you'll be expected to pay the difference in venue cost.

BUSY SEASON: APRIL/ MAY/ OCTOBER/ NOVEMBER

	NIGHT	NIGHT	NIGHT	DAY	DAY
Expected Guests:	Saturday	Fri/Sun/Holiday	Mon-Thurs	Fri/Sat/Sun	Mon- Thurs
25-99:	\$4,200	\$3,200	\$1,800	\$450.00	\$350.00
100-150	\$4,500	\$3,500	\$2,100	\$600.00	\$450.00
151-200	\$4,900	\$3,800	\$2,400	\$700.00	\$550.00
201-250	\$5,200	\$4,100	\$2,700	\$900.00	\$650.00
251-300	\$5,600	\$4,400	\$2,900	\$1050.00	\$750.00
301-350	\$5,900	\$4,600	\$3,100	\$1200.00	\$850.00
Over 350 people	add \$6 pp	add \$6 pp	add \$5 pp		

MID- SEASON: MARCH/ JUNE/ SEPTEMBER/ DECEMBER

	NIGHT	NIGHT	NIGHT	DAY	DAY
Expected Guests:	Saturday	Fri/Sun/Holiday	Mon-Thurs	Fri/Sat/Sun	Mon- Thurs
25-99:	\$3,200	\$2,900	\$1,500	\$450.00	\$350.00
100-150:	\$3,500	\$3,200	\$1,800	\$600.00	\$350.00
151-200:	\$3,800	\$3,400	\$2,100	\$700.00	\$350.00
201-250:	\$4,100	\$3,600	\$2,400	\$900.00	\$350.00
251-300:	\$4,400	\$3,800	\$2,700	\$1050.00	\$350.00
301-350:	\$4,600	\$4,000	\$2,900	\$1200.00	\$350.00
Over 350 people	add \$5 pp	add \$5 pp	add \$4 pp		

SLOW SEASON: JANUARY/ FEBRUARY/ JULY/ AUGUST

	NIGHT	NIGHT	NIGHT	DAY	DAY
Expected Guests:	Saturday	Fri/Sun/Holiday	Mon-Thurs	Fri/Sat/Sun	Mon- Thurs
25-99:	\$2,900	\$2,500	\$1,200	\$450.00	\$350.00
100-150:	\$3,200	\$2,800	\$1,500	\$550.00	\$350.00
151-200:	\$3,400	\$3,000	\$1,800	\$650.00	\$350.00
201-250:	\$3,600	\$3,200	\$2,100	\$750.00	\$350.00
251-300:	\$3,800	\$3,400	\$2,400	\$850.00	\$350.00
301-350:	\$4,000	\$3,600	\$2,600	\$950.00	\$350.00
Over 350 people	add \$4 pp	add \$4pp	add \$3 pp		

CAYENNE CREATIONS, LLC d/b/a THE VERANDA
RENTAL CONTRACT

I/We, _____ (Client/Lessee) have been fully informed and understand the Rental Policies regarding the leasing of the premises known as THE VERANDA, 1746 Lockhill Selma, San Antonio, Texas 78213 and in consideration of the mutual promises contained therein further agree to comply with all such rules, regulations or specific conditions of the aforementioned Rental Policies which are incorporated herein by reference.

Client: _____ Phone: _____ Email: _____

Client: _____ Phone: _____ Email: _____

Address of Lessee signing Contract: _____

Date of Event: _____ Time Requested: _____

Type of Event: _____ Number of Est. Guests: _____

Event Site Reserved: _____

Payment Arrangements

Ceremony fee if applicable \$ Cost: _____
(Includes 1 event hour to your day total)

Site rental for up to 5 hours based on estimated number
Of guests stated above \$ Cost: _____

Additional hours of site rental if applicable \$ Cost: _____

MINIMUM TOTAL RENTAL COST \$ TOTAL: _____

Initial deposit of 50%- due upon signing \$ Received: _____

Balance Due 30 days prior to your event- \$ Due: _____

Approved:
Cayenne Creations, LLC By: _____ Date _____

Responsible Party 1 (Client) _____ Date _____

Responsible Party 2 (Client) _____ Date _____

Site Regulations

(Please initial each regulation)

Initial

- _____ In order to protect facilities from damage and excessive clean-up costs, glitter, confetti, bird seed, synthetic petals, dark colored rose petals, tape on floors/walls/stone, nails and similar products that cause damage or nuisance are prohibited.
- _____ No outside food or beverage may be brought into The Veranda except wedding cakes and edible party favors.
- _____ No Alcohol is to be brought onto the premises at any time. Any alcohol that is brought on-site, will be confiscated and your security deposit forfeited.
- _____ No open flames are allowed except in glass containers and in locations approved by Lessor.
- _____ No holes shall be made in any walls, ceilings, doors or any other surface for the installation of decoration or for any other use.
- _____ **The facility is a non-smoking establishment. Smoking is permitted outside the facility and only in designated areas only.**
- _____ Ice carvings are not permitted in any of The Veranda's indoor spaces.
- _____ Events scheduled at The Veranda must end by midnight. Bar services must end a minimum of 30 minutes before the scheduled event ending.
- _____ Management reserves the right to close the event if illegal activities are found or if serious liability risk due to behavior is observed.
- _____ With the exception of assistance or seeing-eye dogs, **animals are not permitted** on the premises without prior written approval from Lessor.
- _____ Set up of events may not begin more than 4 hours prior to the Contracted event start time and must be completed within one hour following the end of your event to avoid an additional rental fee.
- _____ Spice of Life and The Veranda are not responsible for any property left behind following events.
- _____ Final guest count is due NO LATER than 7 days prior to your event date.
- _____ **Non-compliance with these regulations may result in a deduction or forfeiture of the security deposit refund. Costs of repairing any damage done to the premises by any persons during the rental period will be borne in full by the client/Lessor.**

Received and terms approved this _____ day of _____, 20 ____.

CAYENNE CREATIONS, LLC

CLIENT/LESSEE

By: _____

Responsible Party 1

Responsible Party 2