



TRELLIS CONTRACT PG. 1 - 3

BRIDES NAME _____ TELE _____
GROOMS NAME _____ TELE _____
CONTACT _____ TELE _____
EMAIL ADDRESS _____

PERMANENT MAILING ADDRESS

NAME _____
ADDRESS _____
STATE _____ CITY _____ ZIP _____

DATE SECURED _____
DAY OF THE WEEK _____
START TIME _____ END TIME _____

RECEPTION SITE (IF KNOWN) _____

OFFICIANT (IF KNOWN) _____

PHOTOGRAPHER (IF KNOWN) _____

FLORIST (IF KNOWN) _____

EXPECTED # OF GUESTS _____

CANOPY OR GAZEBO

PLEASE CIRCLE ONE

REHEARSALS ARE THE THURSDAY NIGHT PREVIOUS TO YOUR WEDDING WEEKEND,
PLEASE CHECK WITH US FOR AVAILABLE TIMES.

REHEARSAL DATE _____

DAY _____ TIME _____

CANOPY AND GAZEBO PRICING

50% DUE AT TIME CONTRACT IS SIGNED. REMAINING BALANCE DUE 60 DAYS BEFORE CEREMONY

PRICE _____ 50 % NON REFUNDABLE DEPOSIT _____

REMAINING BALANCE DUE 60 DAYS PREVIOUS TO WEDDING, AMOUNT _____

PLEASE BE AWARE OF THE TIME YOU HAVE BOOKED WITH US. YOU WILL
NEED TO BE CLEANED UP AND OUT BY THE TIME THAT IS LISTED ON YOUR
CONTRACT OR THERE WILL BE AN ADDITIONAL CHARGE OF \$150/TEN MINUTES.

SIGNATURE BRIDE/GROOM/ CONTACT PERSON _____

TRELLIS SIGNATURE _____

CONTRACT CAN BE SENT TO:

TRELLIS . 12125 80TH STREET NORTH . STILLWATER . MN . 55082
651.439.9039 . INFO@TRELLISEVENTS.COM

OPTIONAL ITEMS CAN BE CHOSEN NOW OR ANYTIME UP
UNTIL TWO WEEKS BEFORE YOUR WEDDING (EXCLUDES
OFFICIANT, PHOTOGRAPHER, FLORIST & MUSICIAN).

OFFICIANT \$250 _____
 ADDITIONAL HOURS \$300 _____
 MUSICIANS - VIOLIN & HARP \$250/HOUR EACH _____
 PHOTOGRAPHY _____
 FLORIST _____

TWO DOVES, FOR END OF CEREMONY RELEASE \$100 _____
 WHITE WAGON RENTAL, FOR INFANT/TODDLER ENTRANCE \$35 _____
 ORGANDY LACED ROSE BULBS (DAYTIME) \$100 _____
 EUROPEAN CANDLE LANTERNS (EVENING) \$100 _____
 2 FOUR FOOT CRYSTAL CANDELABRAS \$60 _____
 2 BEAUTIFUL SILK FLOWER VASES \$30 _____
 ELEGANT WHITE CHAIR COVERS \$5/COVER # _____
 CUSTOM MADE FLOOR RUNNER \$40 _____

CHOCOLATE TRUFFLES \$1 EACH # _____
 MINI CUPCAKES \$1.10 EACH # _____
 LEMON CRUMB BARS \$1.10 EACH # _____
 ICED SUGAR COOKIES \$1.10 EACH # _____
 MINI CREAM CHEESE PUFFS \$2.75 EACH # _____
 FLAVORED MACAROONS \$2.75 EACH # _____
 MINI PETIT FOURS \$3.60 EACH # _____

BOTTLED WATER \$1.00 EACH # _____
 PERRIER SPARKLING WATER \$1.50 EACH # _____
 LEMONADE OR ICED TEA \$2.00 EACH # _____
 STARBUCKS COFFEE - REGULAR OR DECAF \$40.00 SERVES 60 _____

TOTAL _____

OPTIONAL ITEM CHARGES ARE NOT DUE UNTIL 14 DAYS PREVIOUS TO YOUR CEREMONY

INCLUDED IN PRICE

- USE OF A CHARMING TWO-STORY GUEST COTTAGE WITH AIR CONDITIONING AND REFRIGERATORS. OUTFITTED WITH IRON/IRONING BOARD, NOTIONS, MAKEUP MIRRORS IN THE BRIDES QUARTERS. AIR-HOCKEY AND GAMES IN THE GROOMS ROOM.
- SURROUND SOUND AUDIO SYSTEMS FOR AMPLIFICATION OF OFFICIANT, BRIDE AND GROOM, MUSICIANS, AUDIO CD OR IPOD. 5 MICROPHONES.
- ON SITE WEDDING COORDINATOR BEFORE, DURING AND AFTER CEREMONY.
- 200 WHITE CHAIRS. YOU MAY RENT UP TO 50 ADDITIONAL CHAIRS. YOU ARE RESPONSIBLE FOR THE SET UP AND TAKE DOWN OF YOUR RENTED CHAIRS BEFORE AND AFTER THE CEREMONY. ACTION RENTAL IN STILLWATER IS THE ONLY RENTAL COMPANY WE USE. 651.439.6592. TAKE DOWN MUST TAKE PLACE DURING YOUR SCHEDULED TIME WITH US.
- 40 WHITE DOUBLE SATIN UMBRELLAS, IF NEEDED.
- IRON UNITY CANDLE STAND.
- TABLE IN CEREMONY AREA FOR SAND/ROSES/ETC...

- TWO ANTIQUE BUFFET TABLES FOR GUEST BOOK, GIFTS AND PROGRAMS.
- MUSICIAN COURTYARD, INCLUDING MANY OUTLETS.
- THURSDAY NIGHT REHEARSAL FOR 1 HOUR, INCLUDES YOUR COORDINATOR.
- ALL PARKING IS IN TRELLIS PARKING LOT (INCLUDING BRIDAL PARTY).
- DROP OFF AND PICK UP ONLY IN TRELLIS PARKING LOT.
- OUR HOMESTEAD DRIVE CAN NOT BE USED, UNLESS SOMEONE HAS TROUBLE WALKING FROM THE PARKING LOT TO THE CEREMONY SITE. THERE ARE NO CARS ALLOWED TO PARK IN THIS AREA.

TERMS

RENTALS ARE FOR EXACTLY YOUR SCHEDULED TIME .

AN ADDITIONAL FEE OF \$150, PER 10 MINUTES, WILL BE CHARGED IF TIME EXCEEDS YOUR CONTRACT.

WE OFTEN HAVE AN EVENT BEFORE OR AFTER YOURS AND NEED YOU TO RESPECT YOUR SCHEDULED TIME.

PLEASE REALIZE THAT YOU ARE BOOKING A WEDDING OR EVENT AT TRELLIS.

OTHER COUPLES WILL BE TURNED AWAY FROM YOUR DATE AND TIME. SHOULD YOU CHOOSE TO RESCHEDULE YOUR WEDDING TO ANOTHER DATE OR YEAR, A \$100 ADMINISTRATION FEE WILL BE ASSESSED. WE HAVE THE RIGHT TO NOTIFY YOU, 180 DAYS (SIX MONTHS) PREVIOUS TO YOUR CEREMONY DATE, IF YOUR DATE IS NOT WORKABLE.

TRELLIS MAY USE PICTURES OF YOUR WEDDING, FOR MARKETING MATERIALS/WEBSITE/FACEBOOK.

TRELLIS IS A BEAUTIFUL SITE WITH IRREPLACEABLE FEATURES. ALL MEMBERS OF YOUR GROUP MUST TREAT OUR GROUNDS WITH RESPECT OR THEY WILL BE ASKED TO LEAVE THE PROPERTY. THE RENTER IS LIABLE FOR ANY BREAKAGE OR DAMAGE TO TRELLIS, CAUSED BY THEIR GUESTS. THE STONE BENCHES, URNS AND STATUARIES CANNOT BE MOVED. IF ANYTHING IS TAKEN OR DISAPPEARS DURING YOUR WEDDING, THE RENTER IS LIABLE. REAL FLOWER PETALS ARE NOT ALLOWED ON OUR CONCRETE FLOOR. SILK FLOWERS CAN BE USED.

BUBBLES ARE ALLOWED AND CAN BE USED DURING THE PROCESSIONAL & RECESSIONAL.

BUBBLE CONTAINERS AND SILK FLOWERS MUST BE PICKED UP BY THE WEDDING PARTY IMMEDIATELY AFTER THE CEREMONY OR THERE WILL BE A \$300 FEE ASSESSED FOR CLEAN UP. BETWEEN MAY AND OCTOBER EVERY EFFORT IS MADE TO MAINTAIN TRELLIS GARDENS IN A ORDERLY AND ATTRACTIVE MANNER. WE MAKE NO GUARANTEE OF THE EXACT APPEARANCE OF ANY GARDEN, OR LANDSCAPE AREA DUE TO UNFORESEEN CIRCUMSTANCES (WEATHER). ON ANY GIVEN DAY, UP TO FOUR WEDDINGS MAY TAKE PLACE. WE MAKE EVERY EFFORT TO SCHEDULE THESE SO THAT NO WEDDING IS INCONVENIENCED. THERE ARE NO SIGNS OR BALLOONS ALLOWED ON 80TH STREET, MANNING OR ANYWHERE.

IF THERE ARE MISSING ITEMS AFTER YOUR EVENT, YOU WILL BE CHARGED A REPLACEMENT CHARGE.

PLEASE HAVE YOUR PHOTOGRAPHER, FLORIST AND GUESTS RESPECT OUR PRIVATE HOMESTEAD AREA. THERE ARE MANY PHOTO OPPORTUNITIES ON TRELLIS GROUNDS (ANYWHERE SOUTH OF THE PINE TREES).

THERE ARE NO PHOTOS ALLOWED BEYOND THE PINE TREES ON NORTH SIDE.

TRELLIS DOES NOT HAVE A LIQUOR LICENSE. DECORATIONS CAN BE BROUGHT IN. NO NAILS OR PERMANENT ADHESIVES CAN BE USED. CHILDREN MUST BE WATCHED AT ALL TIMES.

THERE IS NO TREE CLIMBING ALLOWED OR CLIMBING ON FOUNTAINS.

