

**Reminders:**

- \_\_\_\_\_ deposit with signed contract mailed
- \_\_\_\_\_ ½ rent mailed
- \_\_\_\_\_ final rent payment mailed
- \_\_\_\_\_ pictures down (additional \$50)?
- \_\_\_\_\_ clean up fee (\$100 for 200 people/\$150 over 200 people)?
- \_\_\_\_\_ security/parking attendant needed?
- \_\_\_\_\_ special event insurance?
- \_\_\_\_\_ rental of white chairs for outside?
- \_\_\_\_\_ rental of high top tables?
- \_\_\_\_\_ table layout sent to Kathy?

Thank you for considering making your memories at The Retreat at Bradley's Pond. Deposits are refunded after the event is over (\$500 for Saturday and \$250 all other days) and rent as indicated under rates on our website.

**Additional Expenses to Consider:**

- If you plan on serving alcohol and/or plan to have more than 100 vehicles and/or 150 people at your event, we require a parking attendant/security guard. You can call the Leon County Sheriff's office for an off duty officer (922-3370). The officer must stay on the premises until the function is over. This is an additional expense that is your responsibility.
- Special Event Insurance must be purchased unless you are a homeowner and your insurance company will add Bradley's Pond, LLC as an additional insured for the day. Some insurance companies will, some won't. Special event insurance may be purchased from [www.wedsafe.com](http://www.wedsafe.com) (\$195) or from Affiliated Insurance (\$300) here in Tallahassee.
- At the end of your function if you would like to walk out of the building without cleaning up (emptying all the trash (including bathrooms, main room, kitchen), policing the yard for trash, placing the chairs **on** the tables neatly) there will be a charge of \$100 (for parties under 200 people) and \$150 for parties 200 people and over. You may add it into your contract price or pay it the week of your event. Regardless of paying the clean up fee, the kitchen must be left in the same condition as it was found or we will deduct money from the deposit.
- The pictures in the facility are part of our decoration and are not to be taken down. If you absolutely do not want the pictures up, there is a fee of \$50 to take down and re-hang the pictures (only Bradley's Pond personnel are permitted to remove pictures).
- If you are planning to put up a tent, there will be an additional charge of \$100. If there is an event the day after yours, you must make arrangements for the tent to come down the night of your function or before 8:00 a.m. the next day.

**Facility Information:**

- I will contact you prior to your event to get a table and chair count and a layout (Fax 224-0993 or email [kathy@bradleyspond.com](mailto:kathy@bradleyspond.com)). We will put the tables up and position them as shown in the layout you provide. You are responsible for placing the chairs around the tables. Tables that we have on site: 20-5' rounds; 8-4' rounds; 10-8' rectangle; 4-6' rectangle and 2-4' rectangle. We have 200 chairs. The table and chairs belonging to Bradley's Pond have to stay inside or on the porch.
- Please let me know what time you would like access to the facility on the day of your event. **The earliest you may have access is 8:00 a.m. If you absolutely must have access earlier there will be a \$50 fee.**

- **All tables must be covered.** We do not provide linens. If want to go the disposable route Festivity Factory off Timberlane Road has some like-linen disposable cloths or visit the website [www.mypapershop.com](http://www.mypapershop.com).
- Bands and DJ's will need to set up in the performance cove inside the building.
- No smoke machines are permitted to be used inside (they set off the smoke detectors and the fire department has to come check everything out).
- If your caterer is frying or grilling outside, please let us know so we can show them where grills, etc. are allowed to be placed.
- Alcohol is permitted, but can not be sold unless a bartender with a traveling liquor license is hired (Clyde's & Costellos, Lisa Doxsee and Andrews).
- When your function is winding down, please call Michael Page at 906-0738 or Mr. Page at 893-2438. They will come down and lock up the building.
- When turning off the fireplace, please use the switch in the bottom, please DO NOT TURN the knob. Please do not let your guests put anything in the fireplace..it is a gas fireplace and it causes damage. Any damage incurred will be deducted from your deposit.
- Please double check the ovens in the kitchen and make sure they are off. The caterer should make sure of this, but we had a few instances when the ovens were left on.

**Chair and High Top Table Rental Information:**

- Michael Page has white chairs for outside that can be rented from Moccasin Gap Industries for \$1.25 per chair (plus tax) and a \$.50 per chair setup/take down fee—no delivery fee. He also has 10 of the high top tables for rent @ \$7.50 each (plus tax). If you are interested in renting either, please let me know.

Please call me with any suggestions you have to make The Retreat at Bradley's Pond a better place. We greatly appreciate you considering our venue. If you have any questions, please contact me at 510-3452 or 561-6328 or email [kathy@bradleyspond.com](mailto:kathy@bradleyspond.com).

Kathy Armstrong