



# Wedding Policies

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## GENERAL ARRANGEMENTS

- **May—October:** Events must adhere to the following Food & Beverage minimum spending amounts (total of all food, beverage and fees before tax and administrative fee):  
**Saturdays—\$10,000, Fridays—\$8,000, Sundays—\$7,000**
- **November—April** require: **Saturdays—\$8,000, Fridays & Sundays—\$6,000**

## DEPOSIT & PAYMENT POLICIES

- There is a \$1,000 non-refundable deposit required to secure your date
- 25% of the food & beverage minimum is due at the tasting, 50% of the entire balance is due 20 days prior to event, and remainder of event balance is due the day prior to the event
- Deposit is the only payment which may be paid by credit card (Mastercard, Visa, Discover, American Express). All other payments may be paid with a bank check, personal check, or cash.
- Please make all checks payable to “Terry Hills Banquet Facility”
- All food and beverage charges are subject to a 20% administrative fee
- All food, beverage and administrative fees are subject to an 8% NYS Sales Tax
- A final count of total number of guests is due no later than 20 days prior to the event

## CEREMONY — \$600

- Includes ceremony location on premises, with an indoor option available in the event of inclement weather
- Ceremonies must adhere to the following start times: Fridays—4pm or later, Saturdays—3pm or later, Sundays—5pm or later
- Includes use of Wedding Suite up to 2 hours prior to ceremony
- Includes use of premises for a complimentary ceremony rehearsal held the week of the wedding (will be appointed at the facility’s discretion)
- Includes up to 200 chairs, and optional alter table if needed

# RECEPTION: FACILITY FEE—\$900

EVERY WEDDING AT TERRY HILLS COMES WITH THE FOLLOWING AMENITIES:

- Use of main Dining Room and Patio areas
- Use of round table mirrors, table numbers, and table number stands
- Placement of host's table centerpieces (with minimal assembly included), favors, card box, place cards (must be alphabetized), and guestbook
- Linen tablecloths (white or ivory) and napkins (variety of colors)
- Hand Passing of Hors D'oeuvres
- Slicing and serving of wedding dessert
- All china, glassware and silverware
- Skirted display tables
- Authorized use of premises for photography and videography
- Complimentary wedding tasting for up to 6 guests
- Accommodating and professional serving staff
- Personalized wedding coordination by our expert Wedding Coordinator, Danielle Rotondo, ensuring that every detail of your special day runs smoothly

## QUESTIONS?

Contact our Wedding Coordinator, **Danielle Rotondo** at (585) 343-0642, [daniellerotondo@terryhills.com](mailto:daniellerotondo@terryhills.com), or visit our website [www.terryhills.com](http://www.terryhills.com) for more information.

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## THANK YOU

for considering Terry Hills as your wedding venue. We would be honored to help host your special day.

— *the Staff at Terry Hills*