



PLANNING YOUR WEDDING

BOOKING YOUR EVENT

As the exclusive event manager and caterer for Mystic Seaport, Sodexo looks forward to making your event memorable. A Sales Manager will tentatively hold a function date up to 14 days with out a deposit or contract. To confirm an event as definite, a non-refundable deposit of 25% of the estimated revenue or the food and beverage minimum for the space reserved, whichever is greater and a signed contract is required.

RECEPTION TIMES AND SPACES

The River Room may be reserved for daytime receptions from 11:30 AM – 4 PM, and for evening receptions from 6:30 PM – 11 PM.

Greenmanville Church is available for wedding ceremonies for an additional fee from 10 AM – 11:30 AM or 5 PM – 6:30 PM.

The North Lawn is a separate space from the River Room and is sold separately. Please inquire with your event planner for the fees to book both spaces when available.

Receptions may be extended an extra hour earlier for a daytime reception or an extra hour later for an evening reception for \$300.

FACILITY RENTAL

Please inquire with our sales staff for food and beverage minimums or facility usage fees.

PAYMENT

All payments are due in the form of a check or cash except where noted. The final balance must be paid in full by 12 noon, four days prior to the event based on the final guaranteed number of guests. Should proper payment not be received within the designated time, Sodexo reserves the right to cancel the event. Any additional charges during the event will be due within 5 business days following the completion of the event.

GUARANTEES

A final attendance guarantee must be specified by 12 noon, a week prior to the event. This guarantee is not subject to reduction. If a guarantee is not received a week prior to the event, the estimated count will be used as the final guarantee. Attendance increases after the final guarantee, is subject to Chef's approval who reserves the right to substitute menu items.

EVENT DETAILS

All arrangements should be finalized at least four weeks in advance of your function. A Banquet Event Order of your event will be submitted to you for approval. It is the client's responsibility to review all arrangements, notify your event coordinator of any changes, and return the agreement signed at least two weeks prior to the date of the function.

SERVICE VENDORS

All vendors including musicians, florists, bakers, etc., may make deliveries no earlier than one hour prior to the start of the reception.

SERVICE CHARGE

All food and beverage is subject to a 20% service charge and 6% CT sales tax.

EVENT GUIDELINES

Please see our facility event guidelines for all additional information on hosting an event at Mystic Seaport.