

LARGE WEDDINGS AT The Dickey House

40 to 150 persons

Hosted from May 1 thru the first weekend of October only

The historic 1913 Dickey House of Marshfield has been entirely renovated with the purpose of recreating the elegance and graciousness of a bygone era. The Dickey House is available to host affairs which are in keeping with the elegance of the mansion. **All weddings must begin after 11am and conclude by 4:00 PM unless other arrangements are stated in your contract.** Verbal contracts are not accepted. All changes must be in writing, signed and dated by both parties. All larger wedding ceremonies and receptions are only hosted outdoors on our grounds. We do not host these large functions in the mansion.

The maximum number of guests that may be accommodated for outdoor Garden weddings is 150. Only supervised children are welcomed at The Dickey House, and ***only guests who have reserved rooms for overnight accommodations are allowed in the rooms and suites.*** The Dickey House B&B will furnish two (2) portable toilets for the day of the wedding/reception as the mansion is not included in the rental and will not be open for tours or the use of restrooms during the ceremony and reception.

Please note that **we are unable to move large outdoor weddings and receptions “inside” due to inclement weather.** We suggest that you make arrangements for the use of a tent if you are concerned with the time of year you have chosen. Tents may be put up the day before the ceremony, and must be taken down and removed by 4:00pm the day following the event. Setup and takedown times must be arranged in advance with the Dickey House staff.

Our fee for a **Garden wedding** and reception is **\$1500.00** and includes one hour for rehearsal the day before the wedding, one hour for setup and decorating the day of the wedding plus a three-hour period the day of the wedding and outdoor reception. The three hours includes any time required by the bride to dress, photographs, the ceremony and the reception unless otherwise notated in this document. No food or drinks are included in this package, however they are available for an additional cost. **Any extended time beyond the defined hours of the event will be charged at a rate of \$175.00 per hour or any portions thereof.**

Our fee for a **Garden Ceremony only** without a reception is **\$650.00**, and includes one hour for rehearsal the day before the wedding and two hours the day of the wedding. The 2 hours the day of the wedding includes time for setup and decorating, time required by the bride to dress, photographs and the ceremony unless otherwise notated in this document. **Any extended time beyond the defined hours of the event will be charged at a rate of \$175.00 per hour or any portions thereof.**

A room and bath are provided for the bride’s use the day of the wedding, while the Parlor and bath are provided for the Groom and his men should they need to refresh. These rooms are available one hour before and one-half hour after the ceremony when contracting for a wedding and reception, and one-half hour before and after when contracting for a ceremony only. **This time is included in and part of the time contracted for the affair. There is a limit of 6 persons allowed in the room with the Bride. A list with the names of the 6 persons must be furnished to our Wedding Coordinator the night of the rehearsal.** Our fee includes the rental and cleanup of the rooms provided for the bride, groom and his men before the start of the wedding.

You are encouraged to take as many photographs inside or outside as time permits. Lawn seating for 40 people is provided. Any extra tables or equipment required must be rented at an additional fee.

Our fee does not include any food service or cleanup of food service. These services and others are available at additional costs, which will vary depending on the services requested. You are welcome to arrange your own catering, however as presentation and quality of food service will also reflect on The Dickey House, the caterer and catering service arrangements must be agreed to in advance by our staff. Supervision and coordinating of the event is provided by our staff as necessary to ensure that the function runs smoothly. **THIS IS A NON-SMOKING FACILITY. Smoking is not permitted anywhere in or on the property. Please make sure your invitations alert your family and friends to our NO Smoking policy.**

A non-refundable deposit of 50% of the total is required at the time of booking to confirm your reservation for the function. The balance is due 60 days prior to the function. Cancellations must be made four (4) full months in advance for a refund, minus a \$100.00 service charge.

It has become necessary to charge an additional "refundable" deposit of \$250.00 for all weddings and parties at The Dickey House due to loss or damage to the property. This deposit will be refunded to you approximately two weeks after your function, barring any damage to the house and grounds.

Our purpose is to provide a unique, gracious and elegant setting for your special occasion. Please call for an appointment if you wish a tour or more complete information on fees or availability of dates.

The Dickey House B&B, Ltd. Rental Agreement

TODAYS DATE: _____

EVENT: _____

NUMBER OF GUESTS : _____

DATE OF EVENT: _____

TIME OF EVENT: _____

CONTACT _____

TELEPHONE: _____

ADDRESS: _____

CATERER: _____

TEL: _____

MUSIC ARRANGEMENTS _____

TEL: _____

FEES:

Ceremony & Reception: \$1500 Ceremony Only: \$650.00

ADDT'L SERVICES _____

FEE: _____

FEE: _____

FEE: _____

TOTAL FEES: _____ **50% Non-Refundable** DEPOSIT _____ PAID DATE: _____

BALANCE DUE: _____ PAID _____

Refundable \$250.00 deposit Paid by: Cash ___ Charge ___ Type _____ Check ___
 Ck# _____

CREDIT CARD NAME AND NUMBER:

(Required)

SETUP ARRANGEMENTS _____

USE REVERSE FOR ADDITIONAL SPACE

NOTICE

Any damages to the facility or the property therein or loss of Dickey House property are the responsibility of the contracting party and additional charges will be made for damages incurred or loss of items.

I have read the "Weddings and Social Affairs at The Dickey House" rules and agree to comply. I understand that any violation of the rules entitles The Dickey House to cancel the function at any time prior to or during the event.

The Dickey House B&B, Ltd _____
Date

Contracting Party Signature _____
Date

Refundable Deposit

Refund sent: _____

Sent to: _____

Full amount \$ _____ OR Adjusted amount \$ _____

Reasons for adjustment:

