



# WEDDINGS AT GATHERING OAKS

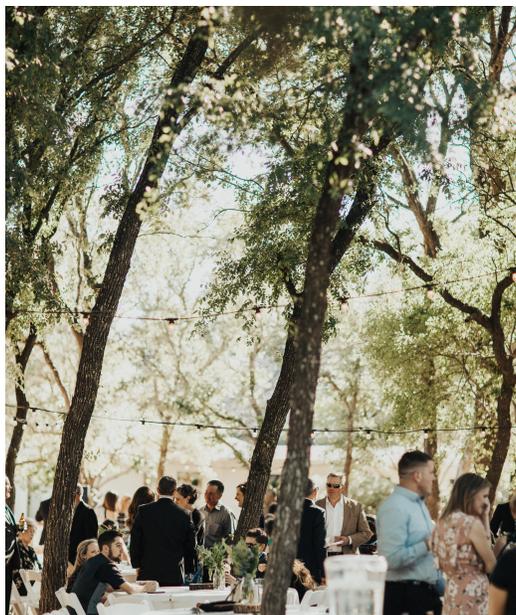
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*Gathering Oaks Retreat is a serene and secluded venue located on 30 acres just outside of Waco, TX. With onsite lodging for up to 50 guests, it is the perfect place for your friends and family to gather and stay during your wedding weekend. Enjoy the simplicity of having everything and everyone you love in one place with space for the rehearsal dinner, bridal luncheon, ceremony, reception, Sunday brunch, and lodging.*

- PAVILION -



- COURTYARD -



- OAK GROVE -



# WEDDING PACKAGES

## WEDDING WEEKEND

\$13,000

- *Including event fee for private use of all outdoor event spaces, guest parking, party room with public bathroom, two outdoor bathroom trailers, tables for 100 guests no linens, and 100 white garden chairs.*
- *Two nights of lodging are included and required. 19 bedrooms for up to 50 guests. Additional nights can be added on for a discounted rate of \$4,000/night. The Gathering House and suites can be added on individually within a one-month window from check-in but are subject to availability.*
- *Seasonal access to the pool and/or hot tub.*
- *Check-in at 4 pm and extended late check-out at noon.*
- *Choice of outdoor ceremony and reception location. Central courtyard & pavilion or Oak grove & acreage with prime location for a tent.*
- *Two planning meetings onsite.*
- *Option for guests to pay Gathering Oaks directly. Please see the next page for a breakdown.*

## DETAILS

- *Accommodates outdoor weddings up to 200 guests. Additional tables and chairs can be rented from our recommended vendors.*
- *\$2,000 non-refundable deposit and signed contract are required to secure dates.*
- *Licensed caterer required.*
- *BYOB with TABC certified bartender required if serving alcohol.*
- *1-2 security guards will be required and hired by Gathering Oaks at \$40/hr per guard.*
- *Security Fee is required two weeks before the wedding. The final amount is TBD based on guest count and if alcohol will be served.*
- *Additional \$500 cleaning fee and 8% hotel tax required.*
- *\$500 refundable damage deposit required two weeks before wedding.*
- *Final amount must be paid 90 days out (4% convenience fee added to final payment unless paying with check).*
- *Bride is responsible for securing wedding insurance through WedSure and a copy of the policy must be provided by email 90 days prior to event.*
- *Holiday weekends require a three-night stay.*
- *See copy of Event Rules plus Frequently Asked Questions online.*





## WEDDING WEEKEND PAYMENT OPTIONS

*We want our brides to have a stress free wedding weekend so we allow two options for payment.*

### OPTION 1

*Host pays for entire \$13,000 wedding package and \$500 cleaning fee= \$13,500 plus tax and security*

### OPTION 2

Host pays the Wedding Fees and guests pay for their lodging.

#### WEDDING FEES

Event Fee .....	\$3,800
5 Bedroom Gathering House .....	\$2,798
Bridal Suite .....	\$598
Cleaning Fees .....	\$235
Security .....	\$40/hr per guard*

\* Usually around \$500 and billed two weeks prior.

**Total (not including hotel tax and security)    \$7,431**

#### GUEST LODGING

Pricing per 2-night stay. Two-night minimum required. Doesn't include a \$35 cleaning fee per room or 8% hotel tax. Room assignments must be given to Gathering Oaks 120 days out so that invoices can be emailed and paid within 90 days of check-in. The host is responsible for unpaid rooms or guest cancellations.

Two Bedroom Cottage .....	\$898
Tiny House 1 .....	\$478
Tiny House 2 .....	\$478
Tiny House 3 .....	\$478
Tiny House 4 .....	\$478
King Suite 5 .....	\$450
King Suite 6 .....	\$450
King Suite 7 .....	\$450
King Suite 8 .....	\$450
Queen Suite 9 .....	\$378
Queen Suite 10 .....	\$378
Queen Suite 11 .....	\$378



## SUNDAY WEDDINGS

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\$4,800

- Including event fee for private use of covered pavilion & courtyard, Oak grove & acreage, guest parking, meeting room with public bathroom, 2 outdoor bathroom trailers, tables for 75 guests, and 75 garden chairs.
- Overnight accommodation in the Gathering House and Bridal Suite Sunday night with a 10 am check out.
- Check-in at 1 pm and the event ends at 11 pm.
- Early access to the outdoor courtyard for setup at 12pm.
- Two planning meetings onsite.
- Additional individual overnight lodging can be added as needed.

### DETAILS

- \$2,000 non-refundable deposit and signed contract are required to secure dates.
- Licensed caterer required.
- BYOB with TABC certified bartender required if serving alcohol.
- 1-2 security guards will be required for \$40/hr per guard if serving alcohol.
- A Security Fee is required two weeks before the wedding. The final amount is TBD based on guest count and if alcohol will be served.
- \$500 refundable damage deposit required two weeks before the wedding.
- Final amount must be paid 90 days out (4% convenience fee added to final payment unless paying with check).
- Bride is responsible for securing wedding insurance and a copy of the policy must be provided by email 90 days prior to the event.
- See copy of Event Rules plus Frequently Asked Questions online.



# FREQUENTLY ASKED QUESTIONS

## ***Do I have to rent the whole property to have my wedding here?***

*Yes, unless you are having a Sunday wedding, you are required to rent the entire property (including all lodging accommodations).*

## ***How many people can you accommodate?***

*We have tables and chairs for 100 guests. If you are hosting more than 100 guests, you'll need to rent additional items from local vendors. Inside the Gathering House, we can accommodate 75 guests seated. Outside we can accommodate up to 200 guests.*

## ***What is your catering and alcohol policy?***

*You may choose your own caterer as long as they have a catering license. You can bring your own alcohol but it must be turned over to a licensed bartender to serve during your wedding. No cash bars or kegs.*

## ***What tables and chairs do you offer?***

*White Garden Chairs (Qty 100)*

*Wood Top Farm Tables (6 Foot – Qty 4)*

*60 inch Round Tables (Qty 10)*

*Rectangular Table (6 foot - Qty 4)*

*Rectangular Table (8ft - Qty 1)*

*Inside Bar*

## ***Does Gathering Oaks set up tables and chairs?***

*We will bring tables and chairs to the location of your choice. You will be responsible for placing them where you want them and moving them from the ceremony to the reception site. Or you may elect to purchase enough additional chairs for both locations.*

## ***Do I have to use a specific vendor?***

*No, you can choose all of your vendors but if you're looking for recommendations we can email you some of our favorites.*

## ***How many guests can you accommodate overnight?***

*We can sleep up to 50 guests in our 19 modern-rustic bedrooms. Check out lodging [here](#).*

## ***Can my guests pay for their own rooms?***

*Yes! With overnight accommodations, the bride is not expected to pay for everything. We try to make everything as easy as possible for you. The host can either choose to pay for the wedding package or we can invoice your overnight guests directly.*

## ***Are dogs allowed?***

*Yes, in one of our 4 Tiny Houses with a \$50 pet fee. Dogs are not permitted in any other rooms.*

**What are the dimensions of the turf area and what size tent does it fit?**

The turf area is 30x55 and it can fit a 20x40 size tent. The tent must be anchored with water barrels.

**When can I start setting up for the rehearsal dinner?**

4pm. Please plan accordingly to make efficient use of your time at the venue.

**What are the dimensions of the covered pavilion and how many can be seated underneath?**

The covered pavilion is 27x27 with 6 ft of uncovered concrete extending in the back. You can seat 100 guests underneath the covered pavilion and additional guests can overflow into the courtyard.

**What are the dimensions of the tennis court and what size tent does that fit?**

The tennis court is 50x100 and can fit a 40x100 tent or smaller.

**Can we do fireworks or sparklers?**

Fireworks are not allowed. Sparklers are allowed as long as they are properly disposed of in a sand/water bucket and thrown in the trash after use.

**Are candles allowed?**

Yes, candles are allowed as long as the flame is completely contained inside the votive/holder.

**Can we use rose petals or confetti?**

For the outdoor ceremony, we only allow light-colored real petals. No dark colors (especially red) petals are allowed as they will stain the concrete walkways. These are available through your florist. Fake petals are not allowed. Confetti is not permitted.

**Is security required?**

Yes. Gathering Oaks approved security must be in place at the start of the ceremony and must remain on the premises until the DJ/band is over and the bartender has stopped serving alcohol. Gathering Oaks will hire the necessary security for your event.

**Is there a designated smoking area?**

No smoking of any kind (including e-cigs) is allowed within 10 feet of any building. There are designated smoke receptacles to dispose of any cigarettes in the courtyard. Evidence of smoking indoors or cigarette/cigar butts left on the ground or indoor receptacles will result in loss of Renter damage deposit.

**Do we need event insurance?**

Yes! All weddings at Gathering Oaks Retreat are required to have one-day event liability insurance through WedSure. The cost is approximately \$125.

**How many cars can your parking lot accommodate?**

Our parking lot can accommodate up to 75 cars and is large enough for shuttles or buses should you want to look into that option for your guests or bridal party.

**Do you provide table linens, china, silverware, etc?**

No. If you prefer linens for the tables, they can be rented easily through one of the several great rental companies in Waco. There are also great rental options for china, silverware, napkins etc.

## **Exhibit B**

### **Event Rules and Agreement for all Renters, Vendors and Guests of Gathering Oaks Retreat**

The following rules and policies apply if hosting an event where any guests will be visiting but not staying overnight at the property. Please sign and return this section along with the general rules and contract.

#### 1. Dispensing of Alcohol:

- a. Owner does not sell or provide any alcohol. If serving alcohol at an event, Renter must employ a licensed and approved bartender for all events.
- b. All bar beverages must be served at all times by a licensed bartender with an up to date TABC Permit. Proof of license required one month prior to event.
- c. No cash bars are allowed by city ordinance.
- d. Renters and guests that bring their own alcohol (BYOB) are required to turn it over to the bartender to be served. Guests may not serve themselves and cash bars are not permitted.
- e. All event hosts and bartenders must indemnify Owner from liability and responsibility associated with providing alcohol or they will not be permitted to serve at the event.
- f. No kegs or “trash can punch” are allowed.
- g. Additional liquor liability insurance will be purchased by those hosting a bar.
- h. Owner will not be responsible for intoxicated guests.
- i. Renter shall provide transportation for an intoxicated guest and be held liable for any actions arising from intoxication.

2. Event Parking: The facility has approximately 75 parking spots for event guests in our private parking lot. Access to the parking lot is marked for easy identification. There is also a drop off location and parking for handicapped guests. All parking surfaces are gravel and may not be friendly to certain footwear.

- a. For events with more than 150 guests, parking can overflow onto the natural grass surfaces only in designated areas upon prior notice. It is highly encouraged for Renters to hire a valet service in this case.
- b. Owner is not responsible for any damage to guest vehicles while on property.

- c. Any damage that guest vehicles do to the property will be deducted from the event damage deposit.

### 3. Event Clean-Up:

- a. Renter is responsible for the disposal of all trash and personal items after the event has ended.
  - i. This includes all indoor and outdoor areas including the parking lot. Check for cigarette butts in the parking lot and on the ground.
  - ii. Dumpster is provided on the east side of the property.
- b. Renter is responsible for wiping down bar and counter surfaces.
- b. Any open food and catering items should not be left in the refrigerator.
- c. Owner is responsible for general cleaning of the floors and fixtures of the facility only.
- d. Excess cleaning requirements may result in loss of Renter deposit.
- e. Place all outdoor furniture back in its original place if moved.
- f. Place event tables and white padded chairs under the pavilion to prevent weather damage after your event ends.

### 4. Caterers:

- a. Caterer must provide proof of insurance one month before event.
- b. Caterer must plate and serve from designated caterer's kitchen or outdoors. Full kitchen in the house is reserved for overnight guest use only.
- c. Food must be cooked prior to arrival. No cooking appliances will be available to caterers.
- d. Caterer may use hotel-style ice machine for drinks. No large scale refrigeration is available. The ice machine may run out of ice and you should have bagged ice for coolers and extra drink ice
- e. The facility does not provide dishes, silverware or glassware to caterers.
- f. Caterer dishes should be sanitized off-site after the event.
- g. Cooking grease should be disposed of in the dumpster in a sealed container.

- h. Any damage incurred by the caterer will be deducted from the Renter deposit.
6. Property Manager: A property manager may be provided by Owner for larger events but does not serve as the coordinator for the event or security and is in place for the protection of the property.
7. Bands and DJ's - Excessive noise of any kind above 85dB measured at any property boundary is not allowed and could result in a visit from law enforcement. Security will measure noise levels from time to time during your event.
  - a. If a noise violation is issued, Renter is responsible for the fine.
  - b. If Owner receives continued noise complaints, Renter may be evicted.
  - c. Quiet hours are from 11:00pm-10:00am each night. No amplified sound will be allowed inside or outside of buildings during quiet hours. The renter must respect adjacent property owners.
8. Security Staff: A minimum of 1 security guard is required for any event. An event serving alcohol or with more than 100 guests will require 2 security guards to be determined by Owner at the time of booking.
  - a. Security must be in place at the start of the event, and must remain on the premises until the facilities are cleared and the doors are locked.
  - b. Owner will hire the necessary security for your event.
  - c. Security staff will be provided at \$40 per guard per hour billed to the Renter or deducted from the damage deposit.
9. Event Coordinator: Any events with more than 150 guests require additional event coordinator to be provided by Renter.
10. Event Insurance: All events are required to have one-day event liability insurance.
  - a. In the case that alcohol is served, an additional liquor liability policy is required.
  - b. These policies will be purchased by the Renter in their name with Gathering Oaks Properties, LLC named as additional insured party.
    - i. These policies are obtained at <http://www.wedsure.com/wedding-insurance.jsp>
    - ii. Policy price may vary based on several factors.
    - iii. Evidence of policy must be provided at time of final payment.
    - iv. In the event that you cannot obtain this insurance 60 days in advance, a policy will be purchased for you at an additional fee.