

2012



The White House Inn is possibly the most beautiful and romantic location in Southern Vermont to have your wedding.

The classic 1915 mansion is set overlooking a classic Vermont mountain view and has been voted as one of the Top 10 most romantic settings in the world.

As a premier wedding facility, you will benefit from our years of experience. You will have a wedding you can look back on year after year with the best of memories.

White House Inn

178 Route 9E

Wilmington

Vermont 05363

802 464 2135

weddings@whitehouseinn.com

[*WHITE HOUSE INN* *WEDDING PLANNER 2012/13*]

A short document to help you plan your wedding at the White House Inn, Vermont

The Premier Wedding Facility in Southern Vermont

The White House Inn Wedding Team has more than 15 years of experience in planning and executing weddings and each of which is perfectly tailored to the wedding couple's personal tastes.

We offer a top rated catering team which is headed by our events coordinator. Our team will assist you in making your perfect wedding day a reality. We understand you may have very particular ideas about how your wedding will be planned. After many years of planning weddings we can help you with important details you perhaps have not considered.

Our experience in assisting the planning of weddings will assure you of a day everyone will recall with fondness.

Without question, THE WHITE HOUSE is the most scenic setting in southern Vermont for your wedding. Our formal flower gardens surround a bubbling fountain at the foot of an eight-columned arbor. Whether a traditional wedding or a Civil Union Ceremony, it is under this picturesque arbor where couples most often recite their vows.

When you take into consideration the stately impression of the Inn and its architecture, surrounded by 16 acres of well-manicured lawns and parkland trees, lavish flower gardens and stone patios, fountains, and mountain views, it is readily obvious why the Boston Herald named, "THE WHITE HOUSE as one of the ten most romantic places in the world".

We believe the combination of our experience, scenic beauty, and romantic surroundings make us Vermont's Premier Wedding Destination.

Budgeting Your Wedding

This section outlines the various costs you should plan for in your wedding at the Inn. To help you we can make available an Excel spreadsheet to simplify any calculations and make the budgetting as transparent as possible.

A \$1,000.00 deposit is required in order to confirm your reservation for the facility. A check or cash payment is accepted and is not refundable.

The facility fee is dependent upon the season and the number of guests attending the wedding. The fee may range from \$1,000 to \$4,000. In some instances we will reduce the facility fee for off-season weddings. Please find the enclosed rate sheet for our guest rooms.

All room rates are based on double occupancy, each additional person in a room is \$30.00 per night.

A Rehearsal Dinner barbecue is offered in our formal flower garden for \$28.95 per person exclusive of tax and gratuity.

A four hour open bar averages approximately \$38.00 per person. Your cost is based on actual consumption.

Hors d' Oeuvres vary by selection and average \$12.00 to \$18.00 per guest.

Entrees range from \$29 to \$38 per person and include salad, vegetable and side dish, such as rice or mashed potatoes.

A Champagne Toast with our house champagne is offered from \$3.50 per person.

Coffee & Punch are offered throughout the reception at a cost of \$3.00 per guest.

All rooms, food, and liquor are subject to applicable state taxes and 20% gratuity. As the Inn is a licensed property, Vermont State Law requires all alcoholic beverages consumed in the public areas must be purchased from the Inn's bar.

Cakes, Flowers, Music, and Photographer are not included. We gladly provide you with a list of local professionals that have previously offered their services at the White House.

Chair Rentals for services are available for \$2.50 per person to include setup & take down.



Example Menus

Hors d' Oeuvres

Stuffed Mushrooms

Baked Brie

Home Baked Flat Breads

Smoked Canadian Lake Trout

Scallops Wrapped in Bacon

Shrimp Cocktail

Smoked Salmon

Ginger Chicken Skewers

International Cheese Board

Crab Cakes

Mini Lobster Rolls

Entrees

Grilled Salmon

Seafood Newburg

Prime Rib

Filet Mignon

Lamb Loin

Pork Loin

Chicken Barbara

Boneless Stuffed Duck

Vegetarian Dish

These items are not your only choices; rather they are included in order to give you an understanding of what we have done in the past. We are happy to consider your food requests during our consultations.

Function Scheduling

A \$1000.00 deposit is required in order to reserve the facility. This deposit is not refundable.

Payment by check is required.

Menu Selection

A preliminary menu selection should be discussed prior to reserving the facility.

Final meal selection must be made prior to sending your invitations. Total number of guests to be invited must be confirmed with the Inn. If more than one entree is selected you are responsible for an exact meal count for each entree. The enclosed list of entrees and hors d'oeuvres are for suggestion only. We have an outstanding culinary team and in most cases we are able to accommodate your specific selections.

Seating Place Cards

A final meal count is required two weeks prior to your wedding. Each guest must have their own place card if you are offering a choice of meals. You need to place their meal selection code on the back of these cards. We will work with you on table arrangements as soon as we receive your final meal count.

Function Hours & Facility Fee

The basic facility fee ranges from \$1,000- \$4,000 and will effectively close the inn to outside guests during your ceremony and reception for a five hour period. Should you choose to extend this period, then incremental hours can be added at an additional charge. The inn can accommodate up to 100 guests for dinner during the winter months and up to 125 during the summer and fall periods. For larger numbers a tent can be rented that would bring the number of possible guests up to 300. Use of the Inn and its services prior to the reception is not included with the facility fee. Such use will be billed hourly. Termination of beverage service to any guest is at the sole discretion of the bartender. A \$750 damage deposit is required two weeks prior to your wedding. Any unused portion, in whole or in part, will be applied to your balance.

Tax & Gratuity

9% Vermont State Rooms & Meals Tax is added to all appropriate charges.

*10% Vermont State Tax is added to all alcohol charges. A 20% Gratuity is added to the **final** bill. Additional gratuities for exceptional service are at your discretion.*

Room Rental

You are responsible for renting all 16 rooms for two nights. You will be responsible for room allocation to your guests.

Regretfully we are unable to offer any discounted room rates.

One month before your wedding date we will need to have final room allocations and 50% deposits taken for each room from each guest. If you want to cover this charge yourself instead of your guests then you are at liberty to do so.

If a guest does not appear for a room then their deposit will be forfeited.

Alcohol

All beverages consumed on the property must be purchased through the Inn. This is a Vermont state law and is not flexible. Thank you for your understanding. The Inn's bar closes at midnight. All service ends at midnight.

Other Professional Services

Those services not offered by the Inn, such as floral arrangements, cake baker, photographer, and entertainment must be arranged by the wedding couple. We have provided a list of professional services available in our area. We welcome those not on our list to provide services at the inn. However, please understand that it not the responsibility of the Inn to provide support for these professionals. We are extremely limited on our cold storage and generally unable to provide any space for cakes or flowers.

Check In

Check in is 2:00 pm. We regret that we are unable to welcome your guests prior to check in. We are happy to greet the bride and groom at the hour of their convenience.

Alcohol and Wine

On occasion we are asked to serve a "favorite, or special" wine. Vermont State law requires us to purchase all wine from a licensed Vermont distributor. On request we will provide you with a list of all wines available through our distributors. Wine is sold throughout the country based on allocation. Wine that is sold e.g. in New Jersey may not even be available in Vermont.

Your understanding in this matter is appreciated.

Music & Entertainment

Dorset Trio (802) 440-4512

Peak DJ Services (802) 888-6978

Harp & Flute Performance (518) 692-9740

Ralph Thomas-harpist (802) 375-6612

Laraine & Skip Morrow (802) 464-5523

Peter Miles (207) 522-8361

Patrick Bergeron – (518) 928-4881

Blake Woodman (802) 451-6309

Photographers

Janice Boudreau (413) 337-4033

Bob Story (802) 464-5977

Fran Janik (802) 896-9439

Ellen O'Connor (802) 896-6720

Meaghan Baird Fagley (802) 579 - 5584

Wedding Cakes

Lisa Bigelow (802) 258-2357

Amy's Bakery Arts (802) 251-1071

Sticky Fingers Bakery (802) 464-9436

Justice of the Peace

Wedding license Info (802) 464-5836

Civil Union Information for Vermont

<http://www.sec.state.vt.us/otherprg/civilunions/civilunions.html>

Florists

Boyd Family Farm (802) 464-5618

Tents

Classical Tents (800) 70-TENTS

Green Mountain Tents (802) 365-7839

Hilltown Tents (413) 522-9491

Inn Rooms

Room #1 Queen Bed, fireplace, up to 1 cot \$210 per couple

Suite Balcony, King Bed, sitting room, fireplace & \$300 per couple fold-out couch, view, TV and air conditioning

The Suite can connect with Room 4

Room #4 Queen Bed, can connect to suite, view \$180 per couple

Room #5 King Bed \$200 per couple

Room 5 can connect with Room 6

Room #6 Balcony, two queen beds, view \$225 per couple. This room has ac.

Room #7 Two Queens, up to 1 cot \$225 per couple. This room has ac.

Room #8 Queen Bed, can connect to room #9 \$200 per couple

Room #9 Queen Bed, fireplace, up to 1 cot, can connect #8. This room has ac. . \$210 per couple

Room #10 Queen Bed \$200 per couple

Room #11 Queen Bed, fold-out couch \$200 per couple

Room #12 Sitting area with queen fold-out couch, fireplace, \$225 per couple stairway to loft with queen bed, TV and ac

Room #14 Sitting area with queen fold-out couch, fireplace, \$225 per couple stairway to loft with queen bed, TV and ac

Room #15 Balcony, Queen Bed, fireplace, whirlpool bath, TV and ac. \$235 per couple

Room #16 Balcony, Queen Bed, fireplace, whirlpool bath, TV and ac. \$235 per couple

Room #111 Balcony, Queen Bed, fireplace, whirlpool bath, TV and ac. \$235 per couple

Room #112 Balcony, Queen Bed, fireplace, whirlpool bath, TV and ac. \$235 per couple

Additional occupancy requires \$30 additional charge per person per night.

*9% Rooms and Meals Tax added to final bill. Please note that these room rates **only apply to spring and summer. All fall and winter rates are higher. Please review Fall and Winter rates on our website www.whitehouseinn.com***

Local Churches

Jacksonville Community Church 802 368 7626

Newfane Congregational Church 802 365 4626

Our Lady of Fatima 802 464 7329

Wilmington Congregational Church 802 464 2736

East Dover Baptist 802 348 6366

Payment Terms

The payment terms will be laid out in your Wedding Term Sheet.

As with most wedding vendor services, milestone payments are required leading up to the wedding. These are:

- 1. Deposit to reserve the Inn*
- 2. 25% of the projected wedding bill is due three months prior to the wedding date*
- 3. 50% of the projected wedding bill is due one month to the wedding date plus a \$500 damages deposit*

Damages

Weddings can create damages and the Inn has many very valuable items. We will take a \$750 damages deposit (as laid out in Payment Terms above).

In the event of any damages we will agree with you a reasonable repair or replacement value and take it out of the damages deposit. In the event that the damages exceed the \$750 deposit amount then we will add this difference to your final bill.

Termination of Agreement

If you have to cancel your wedding and terminate the agreement then you will forfeit your initial deposit, the three month milestone payment, the one month milestone payment and the one month room deposits as laid out in Payment Terms and Room Rental (above). In the event that we have not received those payments on the expected dates then they are still due upon termination. We will return your Damages Deposit to you if we have received it.

In the event of Force Majeure where we have to cancel your wedding then we will refund you in full.

Agreement

Every wedding has unique characteristics which we will build for you in a Term Sheet. This describes the key characteristics of your wedding and any commercial terms that replace anything in this document.

In order to reserve the White House Inn for your wedding you will need to:

- 1. Send us your non-refundable deposit check*
- 2. Sign this document below as acceptance of the terms laid out within*
- 3. Sign the Wedding Term Sheet as described above*

Signed:

Name (Print):

Date: