



THE GARDENS
AT MONJI

MLC Events, LLC Venue Fees

Hereafter, MLC Events, LLC / The Gardens at Monji shall be referred to as “MLC”.

Security Deposit

A security deposit of \$2,500.00 is required to secure space/time for your event. This deposit shall only be refunded after your event, provided that MLC’s property has not been damaged in any way.

Venue Fees

Saturday Rental Fees are as follows:

- 100 Guests or fewer: \$6,000.00
- 101-149 Guests: \$7,500.00
- 150-199 Guests: \$9,500.00
- 200-250 Guests: \$12,000.00

***If an event’s guest number exceeds (250) an additional \$49.00 will be charged for each additional person.

***Refer to your contract for final scope of services/fees.

Standard Venue Fees include the following:

- Complimentary engagement/pre-wedding photo shoot *does not include photographer fees
- Complimentary pre-wedding rehearsal. Includes 1 ½ hours for rehearsal. Date/time for rehearsal must be prearranged & approved by MLC.
- Guest dining tables (assorted sizes available), (1) dining or wedding chair per person (please note that if the client requires different/additional chairs for the ceremony/dining this shall be billed as an extra). Includes standard options for all items. Upgrades are available & shall be billed as an extra as requested.
- Use of specified Pavilion Garden, Great Lawn, & Grand Hall spaces for allocated event time.
- Use of Bridal Suite for allocated event time
- Use of Groom’s Lounge for allocated event time
- (3) Hours of set-up time unless otherwise specified

Payment Schedule

Once the details of your event are finalized, a final statement of estimated Venue Fees will be provided to you. 50% of the estimate is due upon approval of said estimated costs. Full prepayment of your event’s Venue Fees is required no later than (30) days prior to your scheduled event. MLC also requires a major credit card on-file along with your final payment to guarantee any additional charges incurred, should your costs exceed the estimated bill.

Payments may be made by check or credit card. Checks may be written to **MLC Events, LLC**.

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Venue Site Plan



Additional Fees

- Any & all costs not expressly stated above are considered extra & shall be estimated separately.
- Any & all costs associated with your event's catering are not included in these fees. Clients are required to use MLC approved food/beverage vendors/caterers.
- Food trucks are subject to approval by MLC. Use of a food truck for catering purposes will also incur an additional \$250.00 fee/per food truck. All food trucks must provide MLC with a valid business license & insurance information that is in compliance with MLC's Vendor Policies.
- Bartending fees are in addition to the Venue Fees. MLC will provide bartender services for your event at a rate of \$45.00 per bartender/per hour. This includes 1.5 hours set-up, 1 hour breakdown & 3.5 hours active bartending at your event. Additional hours are available at \$75.00 per bartender/per hour. There will be (1) bartender per 100 guests, therefore if the event is over 100 guests, a second bartender will be required. The bar must close 30 minutes prior to the scheduled end of your event. Any & all alcoholic beverages for the client's event must be provided by the client at their expense.
- In addition to general bartending fees, there will be a \$12.00 corking fee/per bottle of wine & a \$75.00 "tapping" fee per keg.
- Additional fees will also apply for cocktail tables, "sweetheart" tables & their associated linens, additional set(s) of chairs, bar glasses, champagne or wine glasses. All table place settings require glassware; plastic ware is acceptable at the bars.

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- MLC reserves the right to require the client, at the client's expense to hire security for their event. Security is billed additionally at \$75.00/per guard. Security is required for all events, unless otherwise agreed to by MLC. MLC requires (1) guard for 100 guests or fewer, (2) guards for 101 – 149 guests, (3) guards for 150 – 199 guests, & (4) guards for 200 – 250 guests. MLC also reserves the right to require the client, at the client's expense to hire additional security personnel for their event should MLC determine it would be helpful to ensure the safety of the event. For the safety of the clients & guests of the client, guests are permitted to have access to the contracted use space only. Any non-contracted spaces are off-limits at all times. Guests may not, under any condition, enter the kitchen area or any other Employee Only spaces. Children must be supervised at all times. MLC will not be responsible for personal property, displays, exhibits, equipment, or other items lost, stolen, or damaged on MLC's property or around MLC's property.
- Clients must secure an independent insurance policy for the day of their event. The policy must have a minimum of \$1,000,000.00 in general liability & \$2,000,000.00 in general aggregate. The cost of the policy is the responsibility of the client & not included in the Venue Fees. The policy must also name the following as additionally insured: **The Gardens at Monji, MLC Events, LLC, Monji Landscape Companies, Dan Monji, Mary Gundry.**

CLIENT INITIAL _____

With my signature below, I affirm that I have read, understood, & agree to all the terms stated in this document.

Client Name: _____

Client Signature: _____

Date: _____