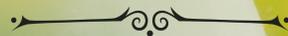




# THE JACKSON HOUSE INN



## Weddings and Gatherings

Let The Jackson House Inn provide an unforgettable backdrop for your truly special occasion. Our intimate Woodstock, Vermont wedding venue and social-event site lies on over 3 acres of property – perfect for joyous celebration and comfort. Create the Vermont experience of a lifetime for you, your family, and guests.



## OUR PROPERTY

The Jackson House Inn offers a variety of locations on our grounds for a picturesque indoor or outdoor ceremony and/or celebration. The dining room includes two unique backdrops - a floor-to-ceiling stone fireplace or a large window view which overlooks our landscaped gardens. Perennial gardens and a freshwater pond provide natural settings for gatherings during the warmer seasons of the year.

Dining Room (year-round availability):

- Capacity - 40
- Floor-to-ceiling fireplace
- Bar area & reception room nearby

Outdoor Grounds (seasonal availability):

- Current permitted capacity - 125
- Freshwater pond with lawns
- Ceremony, reception & cocktail areas

## GETTING STARTED

A facility fee is charged for unlimited consultation services with you and vendors, acquisition of town permits, use of grounds and property, as well as preparation and maintenance of the inn to ensure a beautiful, welcoming atmosphere for your event (guest room reservations are separate from these fees). This fee is determined after communication of the scope of desired spaces at the inn, the timeline and flow of events, estimated guest count, date/time of year, and other additional needs.

The fee for a wedding, including both ceremony and reception ranges from \$1500 for a smaller event\* to \$5000 for a large outdoor tented event. (\*Elopements and ceremonies of 12 or less involve a separately-defined pricing scale, as do events involving only select components of the wedding festivities.)

A kitchen/on-site catering fee is charged in addition to the standard facility fee for use by a caterer/chef of the inn's indoor kitchen space, as arranged by the client. This amount is communicated once understanding of desired spaces, need for utilities and length of use has been decided.



## RENTAL ITEMS

For indoor events of 40 guests or fewer, the inn's facility fee includes use of our table linens, china/dishware, flatware and glassware. Larger events (as well as personal selections beyond inn offerings) require rentals which can be facilitated through the inn or through your own personal wedding planner. Our dining room does offer a music system for pre-recorded music.

We serve as the connection between you and our recommended vendors who have experience with events on our site. Examples of items not provided as part of the facility fee are:

Tent(s), flowers, candles, dance floor, outdoor tables & chairs, outdoor lighting, outdoor electricity, sound system portable restrooms/sanitation facilities (required for an event beyond our indoor capacity).

## SERVICE CHARGES & TAXES

A service charge equal to 20% of the total food and beverage costs will be added to the invoice at the end of the event (food included only if catering is arranged through The Jackson House Inn).

The Jackson House Inn must reserve the right to charge for loss and/or damage beyond normal wear and tear. The client will be informed by ownership immediately, or as soon as possible, after such damage occurs.

Vermont 10% room & meals tax, 11% liquor tax apply to all purchased goods and services.

## FOOD AND BEVERAGE

The Jackson House Inn is fully licensed by the state of Vermont for sale and service of wine, beer, and spirits. Any alcoholic beverage consumed on site must be purchased through and served by The Jackson House Inn and may not be removed from designated areas. Our staff must check the identification of anyone who appears to be under the age of 30, and under no circumstance will they serve underage or intoxicated persons. We also reserve the right to withhold service at any time if in the sole judgment of the inn staff/ownership such action is warranted.

All wine/beer, signature cocktail determinations and any special label liquor selections must be made 30 days prior to the event, and only liquor available through a licensed Vermont liquor distributor is allowed. Liquor can be priced by consumption or on a per-person hourly basis (rate determined by types and quality of liquor made available). Non-alcoholic beverages are priced on a consumption basis.



## PAYMENT SCHEDULE

50% of the quoted facility fee is due at contract signing in the form of a check and is non-refundable. This will guarantee your selected date. The remaining 50% is due 30 days afterward (or as determined during consultation if shorter timeframe exists before the event date) and is also required in the form of a check. Kitchen use and rental fees are separate and are added to the final invoice.

If the inn is providing your meal, 50% of the quoted price for food only is due one month prior to the event, and will be calculated based on services selected, menu, and guaranteed guest count provided. Final payment is due no later than noon of the day following the event and will be based on the greater of the actual number of guests served or the guaranteed number of guests.

Alcoholic and non-alcoholic beverages will be calculated as they are consumed on the day of the event. Final payment is due by noon of the day following the event.

In the event of a cancellation by the client, the entire facility fee is non-refundable. A change of date by the client may be made up to 180 days prior to the event at no additional cost. Should any conditions beyond our control (weather, power outages, etc.) occur, another available date may be selected at no additional cost. All prices and policies are subject to change until a contract is signed by both parties.

## OTHER RELATED POLICIES AND PROCEDURES

Clients are welcome to add decorations to the inn in the theme of the event so long as decorations do not damage the property or grounds of The Jackson House Inn. As a Green Hotel, we do emphasize eco-friendly practices. Containers and stands placed inside the inn must have protective bases to avoid water leakage/damage to furnishings and floors. Fireworks, confetti, and glitter cannot be permitted on the property.

The Jackson House Inn is a non-smoking property (this includes our grounds). Should an outdoor designated smoking area be required, ownership will consult with the client regarding a location.

The Jackson House Inn is a pet-free establishment and property. No animals (with the exception of trained guide pets) can be permitted to attend functions for any reason. No pets are permitted inside the inn building or on porches and patios.

While our normal reservation procedures state an age restriction of 12+, exceptions are made for events reserving the entire property. Please be sure to mention this prior to contract signing.

Local ordinances require that all outdoor music and amplified noise end at 10PM.



## ROOM RESERVATIONS

Reservation of all eleven rooms for a minimum of two nights is required for a chosen wedding/event weekend (the whole-house requirement may be modified or waived for smaller events; holiday weekend dates may require three nights). Peak rates will apply during designated peak periods which are listed on the inn website.

A \$50 per room non-refundable hold fee is requested to guarantee a block on the inn website calendar once an event date is confirmed. Prior to the event date (usually no later than 4 months in advance), a deposit equal to 50% of the total of room charges for the stay is required, and may be received from the client and/or individual guests. The hold fees may be credited toward each room total or toward other event expenses as communicated by the client. Charges for any previously blocked but unfilled rooms (including cancellations) will be added to the final client invoice. A 10% service charge is added to event room balances prior to checkout.

### *Regular nightly weekend rates\**

*(Vermont room tax not included):*

One-room suites (6) @ \$259 - \$319

Classic rooms (5\*\*) @ \$209 - \$239

### *Peak season nightly rates\**

*(Vermont room tax not included):*

One-room suites (6) @ \$339 - 389

Classic rooms (5\*\*) @ \$259 - \$279

\* rates subject to change until deposit and signed agreement are received

\*\* a 6<sup>th</sup> room exists as an adjoining space to the Thorn Birds room, classic rate is charged for the 2nd space



## OUR VENDOR PARTNERS

The following professionals are familiar with the facilities and grounds at The Jackson House Inn. Their attention to detail will make your wedding planning process enjoyable and your special day a truly memorable one; they understand the unique qualities that will blend our property with your every wish.

### *Flowers/Decor*

Birds of a Flower

[birdsofaflower.com](http://birdsofaflower.com)

Crystal and Bark/The Little Flower Shoppe

[crystalandbarkdesigns.com](http://crystalandbarkdesigns.com)

Ellen Snyder Designs

[ellensnyderdesign.com](http://ellensnyderdesign.com)

Jasper and Prudence

[jasperandprudence.com](http://jasperandprudence.com)

### *Photographs/Memories*

Elizabeth Bradford Photography

[elizabethbradfordphotography.com](http://elizabethbradfordphotography.com)

Sally Carpenter Photography

[sallycarpenterphotography.com](http://sallycarpenterphotography.com)

Paige Hiller Photography

[paigehillerphotography.com](http://paigehillerphotography.com)

### *Rentals/Tents*

Rain or Shine Tent and Events Company

[rainorshinevt.com](http://rainorshinevt.com)

The Linen Shoppe at Occasions

[linenshopvt.com](http://linenshopvt.com)

Vermont Tent Company

[vttent.com](http://vttent.com)

### *Chefs/Catering*

Christophe Caterers

[themoonshineinn.com/chef-services](http://themoonshineinn.com/chef-services)

Occasions Catering

[occasionsvt.com](http://occasionsvt.com)

### *Cakes/Special Sweets*

AtoZ Cakes

[atozcakes.com](http://atozcakes.com)

# Wedding Agreement

Bride and Groom:

Date of event:

Facility fee:

Responsibility for catering (circle one):                      Outside Vendor\*                      JHI

(\*If outside catering is contracted, a kitchen use fee may be communicated, in advance, and applied to the final invoice.)

Responsibility for rental arrangements (circle one):                      Planner\*\*                      JHI

(\*\*If an outside planner arranges for rentals, a setup/takedown fee may become necessary. It will be communicated in advance and applied to the final invoice.)

I acknowledge review of and agree to the above-stated policies and procedures, responsibilities and fees.

Client(s)

\_\_\_\_\_ Date:

\_\_\_\_\_ Date:

Jackson House Inn (representative)

\_\_\_\_\_ Date: