

The Hacienda Rules and Regulations

Payment Schedule

- **Booking:** A **\$3,000.00** payment is required to secure your date on The Hacienda calendar. This booking fee is non-refundable and non-transferable to another date. The booking fee will be applied towards your final payment.
- **3 Months Prior to Event:** 50% of the cost of your event is due. A **\$500.00 Security Deposit** is also due at this time and payable by separate check, cash or cashier's check (**no credit/debit cards accepted**). The Security Deposit is refundable after a thorough accounting of any damages, vandalism, theft or unlawfulness and will be reimbursed to you within 10 to 14 days business days after your event.
- **Two Weeks Prior to Event:** Final payment, consisting of the remaining half of the cost of your event minus the booking fee, is due. The Final payment may fluctuate due to final guest count.

Event Time Guidelines

- Time included in the package pricing: Less than 100 guests: 4.5 hours | 100 to 199 guests: 5 hours | 200 or more guests: 6 hours
- Additional reception time and wedding party photo time (prior to guest arrival) may be purchased at an additional cost. Additional time must be purchased four weeks prior to event.
- Events may not exceed six hours in length and must end by 11:00pm.
- We request the help and cooperation of the wedding party and all of their guests to adhere to the contracted arrival and departure times. Additional costs may be incurred as a result of either early arrival or delayed departure.

Wedding Package Inclusions

- Our package is a set price; therefore, if you do not choose to utilize certain features of the package, there will be no deduction from the package price.
- A rehearsal is included in the package and will be scheduled at the time of your booking. A 30 minute time-slot is allotted for your rehearsal; please ensure that all participants arrive on time, as their tardiness will minimize your allotted time.
- The Hacienda reserves the right to reschedule or relocate your rehearsal due to booking of private events. This will be rescheduled with you at the earliest moment available. The Hacienda also reserves the right to relocate your event due to inclement weather, natural disaster or other unforeseen events out of the control of The Hacienda.
- A pianist will be provided for your ceremony. If you have a special music request for the pianist other than the traditional wedding songs, you may be required to pay a fee directly to the pianist to learn a new song. If you have hired a vocalist or other musicians that will need to rehearse with the pianist, you may be required to pay a fee directly to the pianist.
- After the guest minimum is met, the entire property can be bought out at an additional charge of \$2,500.00 plus service charge and sales tax.
- After the ceremony, the entire Taos Courtyard can be reset for dining at an additional charge of \$500.00 plus service charge and sales tax.

Event Staff, Referrals and Vendors

- We require that your choice of DJ must come from our pre-approved referral list.
- You are not assigned to a single coordinator. Our coordinators work as a team and any one of them can assist you in the planning process.
- If you hire outside planners/coordination, they must work with our coordinators and abide by the rules & regulations and timeline of The Hacienda.
- We offer the Referral List as a courtesy to our clients. While we stand beside our referral choices, we ultimately are not responsible for any vendors, their policies, procedures or any contractual agreements made between the client and the vendor.
- All Vendors need to supply their own equipment (speakers, extension cords, batteries, etc.) and are not permitted to bring or consume alcohol while on the premises.
- Once your minimum count is met, vendors are half price and final count of your vendors must be given two weeks prior to your wedding date.
- For set-up purposes only, vendors may arrive 1 hour prior to guests' arrival time. If extra time is required, vendors will be charged additional fees.
- Live Bands are only permitted when the entire property is booked out and they are only permitted to set-up in the Taos Room.

Food and Beverage

- The menu and beverage prices are subject to change, yet not without notice. All menu and beverage prices quoted will be honored for six months from event date. If estimate is paid in full within six months of booking date, the price becomes totally firm.
- We strictly adhere to all Alcoholic Beverage Control regulations. We do not serve minors; we do not serve overly intoxicated guests, we card individuals that look under 30 years of age (including wedding party!), etc. Any infraction of the ABC regulations may result in the complete closure of the bar.
- Last call at the bar is given 45 minutes before the end of the event and the bar will close a half hour before the end of the event. For a Reception Only event, the bar will close 1 hour before the end of the event.
- If you wish to bring in your own wine or champagne, there is an \$18.00 corkage fee per bottle.
- If you bring in an outside cake, it must be from a licensed bakery, a cake waiver form will need to be signed and we will not provide a cake for your event.
- No other outside food or beverage will be allowed onto the property.

Guests

- As hosts, you will assume responsibility for the conduct of all of your guests and vendors.
- These facilities are not amenable to children. We are not child-proof and, therefore, cannot accept responsibility for the behavior or safety of any child on the premises. All children are to be under parent, guardian or nanny guidance at all times while on property. If more than four children are on property (ages 1-7), an adult nanny is required to supervise them. A child age 4 and up is full price; a child under the age of 4 is free.
- The minimum guest count guarantee is for full priced guests.

Ambiance and Decor

- Pre-recorded music during the ceremony is not allowed. IPODs in place of DJs are not allowed.
- The movement of plants, pots, statuary or decorations is not allowed. Decorations brought are not allowed to be hung, draped, tacked, taped, etc. to our walls or structures.
- Smoking is not permitted anywhere on our premises, including vaping.
- No rice, birdseed, confetti, streamers or real rose petals may be thrown on the property. Butterfly releases, aisle runners and sparklers are not allowed.
- Silk petals may be used in place of fresh petals down the aisle. A \$25.00 clean-up fee will apply.
- If you provide additional candles, they must be enclosed in glass.
- We do not assume personal or financial responsibility or liability for cake top pieces and other personal items, such as gifts left at the premises for storing, installation or distribution by client.

X _____

Date _____