

Additional Reception Information

Deposit Required to Hold Date \$1500.00

Deposit Schedule: Within 60 days of First Deposit, Additional \$1500.00

Remaining Deposits Per Schedule Based on Expected Guests and Choice of Menu

Balance 48 hours prior to event

ALL DEPOSITS ARE NON-REFUNDABLE

Final Count Due 72 hours Before Reception Date

NO CREDIT CARDS FOR PAYMENT

Our Wedding Coordinator will request the name of the person or persons to receive the gifts and especially the gift cards. Immediately after the reception, our Banquet Manager will see that your wishes are carried out. The Magnolia Room is not responsible for these or any other items brought on to the premises by guests, the wedding party, entertainers, photographers or any other assistants.

Prices *do not* include **18% Service Charge** and **6% KY Sales Tax** of the total invoice, including Service Charge.

All food, except the Wedding Cake, will be provided by The Magnolia Room and prepared in our kitchens under the direction of our Award Winning & Experienced Chefs.

The Magnolia Room, as a licensee awarded by the State of KY Alcohol Beverage Commission, is responsible for the administration, sales and service of all alcoholic beverages as such.

The Magnolia Room must supply all alcoholic beverages and comply should any guest become intoxicated. Any alcoholic beverages brought on the premises will be confiscated and not returned.

Bars close at 12:45 am.

Any damage done to the premises will be charged accordingly.

The Magnolia Room Prepares ample food for our guests. We will prepare 5% more than is required by the guarantee. All left over food/beverages remain the property of The Magnolia Room and cannot be removed from the premises.

Food will be brought back to the kitchen 30 minutes after the last guest has been served.

Entertainers, Photographers & Assistants to whom meal service is to be provided are to be included in the guarantee

The wedding party is responsible for booking all entertainment. Equipment must be set up 1 hour prior to the start of the reception. Entertainers are responsible for all set up and breakdown. Equipment must be removed immediately after. Any extension cords must be fall proof, additional lighting must be approved prior to the event. Nothing is to be mounted on ceiling.

The Magnolia Room does not allow any decorations or items to be attached to the walls, furniture, ceilings, equipment, nor windows. Nor may our decor be disturbed. All decorations must be approved with the management prior to the reception. NO WAX CANDLES nor open flame. Any damage done by centerpieces, i.e. staining of table linens etc. will be the responsibility of the wedding party.

Photographers & Bridal Party May NOT go onto the Active Golf Course.

Certain Areas are Designed for Pictures.

The Clubhouse will be closed to ALL for 2 Hours Before the reserved time to allow for our staff to prepare for Your Special Day.

Wedding party must arrive already dressed as we do not host bridal suite accommodations. No earlier than 90 minutes before ceremony.

No beverage service available prior to ceremony/reception.

2024-2025

