

## How do we reserve our date & what happens next?

**Step 1-** Pay your deposit & sign your contract to reserve your date. Deposits are currently reduced to \$400.

**Step 2-** Payments can be broken into payments as you choose. The minimum payments are as follows, ½ due 180 days prior to the date of your wedding. The other ½ due in full 90 days before your wedding. Any additional charges such as linen, bartending, outdoor chair rental will be due 2 weeks before your wedding.

**Step 3-** Ask questions, re-visit as needed to plan, create a timeline for your event and include contact info for the vendors you choose.

**Step 4-** Send your invitations 6-8 weeks ahead, RSVPs due 4 weeks ahead. Schedule a phone call or Video conference when you send your invitations. Schedule a meeting in the venue with us to finalize details 3 weeks ahead of your wedding date when you have a better idea what your RSVPs will look like.

**Step 5-** Expect a call/email two weeks after your wedding to review the return of your deposit. We try to return within 30 days of your event.

Deposits are usually refunded in full, reasons why it may not could be, Your bar ran out of ice and we had to buy replenishment (receipts should be provided) a guest got sick and required clean-up or something was broken. These instances are rare but do happen and are the primary reason for a deposit. Nothing makes us happier than to RETURN the deposit IN FULL (less credit card processing fees) 😊

**Invoices are emailed with a payment link.**

**Checks made payable to: The Delaware County Historical Society**

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