

# BEVERLY MANSION ARBOR TERRACE WEDDING CEREMONY



GRAND TRADITION  
ESTATE



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ESTATE

## *A Tradition of Excellence*

*There is a place like no other in Southern California. It lies tucked away in a peaceful valley surrounded by gently rolling hills and sparkling waters. It is a serene setting where sweet floral laced breezes gently blow; where the soothing sound of waterfalls will relax your mind; and where a majestic forest of trees offers complete privacy from the rest of the world. There is a place embodying the timeless charm of a bygone era when romance, joy, and beauty were what really mattered. Only here will you find friendly, smiling faces; where exceptional service is not just expected but assured by offering perfection only attainable through experience. There is a place where taste truly matters; where culinary artists take pride in serving only the finest flavors and freshest delicacies. There is a place where love and excitement fill the air; where all of your worries can wait until another day.*

***There is a place... There is Grand Tradition Estate!***

### ***The Beverly Mansion at the Grand Tradition Estate***

*The centerpiece of the Grand Tradition Estate is the elegant Beverly Mansion. Stepping into the Mansion's sunken courtyard will whisk you back in time to the romance and charm of the Victorian era. The mansion is home to the magnificent Crystal Ballroom, beautifully adorned with its towering Swarovski Crystal Chandeliers. Panorama windows provide a spectacular view of the heart shaped lake with its waterfall, graceful swans and ornate gazebo etched in hearts and diamonds. Fairy-tale wedding entrances in our timelessly elegant carriage drawn by a pair of magnificent white Arabian horses are all just part of a normal day here. The Mansion's English Style Pub and covered verandah offer the perfect spots to enjoy a refreshing beverage or engage in a stimulating fireside conversation. Ascending the Grand Staircase you will find full private men's and women's dressing suites. The staff at the Beverly Mansion is second to none. Our chefs prepare the freshest foods daily and our professional and courteous banquet staff always provides top notch service with a smile. When only complete perfection and attention to detail will do the Beverly Mansion is your romantic dream come true.*

### ***Arbor Terrace at the Grand Tradition Estate***

*The Arbor Terrace Pavilion and its surrounding waterfalls and gardens are the newest attraction at the Grand Tradition Estate. The casual and relaxing atmosphere, tranquil beauty, and open air feel are just a few of the unique features that set Arbor Terrace apart. Gently swaying palms, fragrant Plumeria and Champaca blossoms, and cascading waterfalls create an Eden like feel that is simply divine. Beautiful bridges, expansive lawns, whimsical water fountains, and statuaries all combine to enhance the gardens natural beauty. The Arbor Terrace Pavilion features arched French style windows, a fabric draped ceiling, and is accented with airy floral draped arbors. A stroll off the beaten path will take you to private men's and women's dressing accommodations. After a relaxing afternoon garden stroll, guests are sure to appreciate the well stocked garden bar and beverage area while enjoying the decadent buffet menus prepared for each event. The Arbor Terrace at the Grand Tradition offers a wonderful option when an informal yet beautiful ambience is something that you simply must have.*



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## *Ceremony Only Package*

### *Complimentary On-Site Guest Parking*

*Valet service available; please inquire for current valet service packages & pricing.*

### *Professional Grand Tradition Staff*

*Event manager, professional wedding coordinator, personal bridal assistant.*

### *Private Use Of Our Beverly Mansion or Arbor Terrace Venues For Your Wedding Ceremony*

*A one hour wedding rehearsal with your Grand Tradition Estate wedding coordinator is included.*

*Private bride's & groom's dressing suites are available for your use two hours prior to the start of your wedding ceremony. One and one half hours of private use of either of our venues is included for your wedding ceremony & post wedding photos.*

### *Complimentary Non-Alcoholic Beverage Table*

*Alcoholic bar and bartenders may be added, please inquire for options and pricing.*

### *Choose From Either Of The Following Unique Ceremony Sites*

#### *Lake-Side Garden Wedding Ceremony In Our Charming Wedding Gazebo*

*Package includes all set-up, service, and tear-down, guestbook & gift table, white folding padded chairs, and white wedding parasols.*

*A professional audio technician and all necessary audio equipment & microphones are also included for your ceremony.*

*One of a kind romantic horse drawn carriage ceremony bridal entrance & exit is available for an additional \$750.*

*OR*

#### *Exotic Waterfall Wedding Ceremony In Our Tropical Wedding Garden*

*Package includes all set-up, service, and tear-down, guestbook & gift table, white folding padded chairs, and white wedding parasols.*

*A professional audio technician and all necessary audio equipment & microphones are also included for your ceremony.*

### *Specialty Ceremony Enhancement Options Available Please Inquire for Current Pricing*

*Dove or butterfly releases*

*Pianist, harpist, or strings quartet*

*Please refer to our Wedding Package Options & Pricing sheet for pricing, event times, and discounts that are currently available.*



## GRAND TRADITION ESTATE

# Grand Tradition Estate Wedding Contract

### **Guest Count Guarantee & Room Capacities**

Grand Tradition Estate requires a guest minimum of 50 people Monday through Thursday, 100 on Friday or Sunday, and 125 on Saturday. Guest minimums are based on full adult prices, children and vendors will not lower guest count minimum below those shown above. The number of guests attending must be confirmed 10 days prior to the event. This number will be a guarantee that may not be reduced after that day. In the event that your actual count does not meet the minimum guarantee, you will be charged for the minimum required. The Beverly Mansion can accommodate a maximum of 300 guests, 200 in the Crystal Ballroom, 40 in the Eastlake Room, and 60 on our enclosed verandah. It is required that with more than 200 guests, you select a served meal. The Arbor Terrace Pavilion can accommodate a maximum of 200 guests.

### **Food & Beverage Service**

Please note all alcoholic beverages and food service are regulated by the State of California. As licensee, Grand Tradition Estate is responsible for the administration of these regulations and therefore, no food, liquor, beer, wine or beverages may be brought onto the premises from outside sources. The only exception is the wedding cake, which is to be provided by a licensed and insured professional bakery with a health department approved kitchen. All charges for the cutting of and/or service of your wedding cake are included. All floral cake decorations must be arranged by your bakery or floral designer. The Grand Tradition Estate will prepare adequate quantities of food to serve your guests. Excess food will not be allowed to go home with the client or guests. Should you choose a served meal with more than one entree selection, you will need to list your choices on your response cards and call in the count for each item 10 days prior to your event. All uncorked bottles and/or alcoholic beverages will not be allowed to leave the premises. All alcoholic beverages are subject to availability and current market prices. Grand Tradition Estate reserves the right to close the bar at anytime and/or refuse service to anyone who may be, in the Grand Tradition Estate's view, intoxicated, unruly, or under 21 years of age. The bar will be closed 15 minutes prior to the end of the event. Health Department regulations prohibit pets in all food service and public areas with the exception of service animals.

### **Noise Restrictions & Curfew**

The Beverly Mansion has no noise restrictions on inside events; however, all events must end by 12:00 am. Due to County noise restrictions for all outdoor events, all events at the Arbor Terrace Pavilion must end by 10:00 pm and DJ's/Bands will be asked to control their decibel level to a maximum of 80 decibels and bass must be turned down as low as possible and subwoofers are prohibited. All amplified music must stop 15 minutes prior to the end of the event. All vendors must vacate the property no later than 1 hour after the conclusion of the event. All guests must vacate the property no later than 30 minutes after the conclusion of the event.

### **Damages & Liability**

All wedding vendors providing goods/services to or operating on the Grand Tradition Estate's premises must provide proof of full liability insurance listing the Grand Tradition Estate as additionally insured in the amount of at least \$1,000,000 per occurrence. The client agrees to be responsible for any damages incurred to the Grand Tradition Estate's premises and/or property by the host, his guests, independent contractors or other agents that are under the client's control. Additional charges will be billed in case of any loss or damage caused to the bridal suites, reception room, ceremony areas and any other Grand Tradition Estate property and charged to the credit card on file. Due to a lack of storage space all personal effects, floral arrangements, cake stands and all other event decoration must be removed from the premises immediately following all events. Grand Tradition Estate will not be held responsible for items left on the premises once the event has ended. All unclaimed items will be discarded or donated to local charitable organizations. The Grand Tradition Estate cannot be held responsible for damage to, or loss of, any articles left at the Grand Tradition prior to or following your event. Security arrangements should be made for all merchandise or articles set up prior to the planned event or left unattended for anytime. The Grand Tradition Estate reserves the right to ask any guest who acts in an unruly manner or refuses to follow Grand Tradition Estate policies to leave the premises.

### **Pricing & Service Charges**

All food and beverage prices are subject to applicable sales tax and a 20% service charge. The 20% service charge is subject to State Sales Tax (California State Board of Equalization Regulation No. 1603). All pricing is subject to change. Once you have booked an event, Grand Tradition Estate will honor the menu and package prices at time of booking. Should you need to reschedule your date, you will be subject to pricing and policies in place at the time of rescheduling. Children ten years of age and younger will be billed at a reduced rate of \$25 per child. Children eleven years and over are billed at regular pricing. Infants not requiring a seat will be included at no additional charge. Wedding vendors must be included in total guest count and will be billed at a reduced rate of \$25 per person.

### **Privacy**

In order to insure the privacy for both wedding and reception locations at the Grand Tradition Estate, we ask that you and your guests respect the privacy of the other event occurring, by staying at the venue you have chosen and its' surrounding areas for all activities.

### **Wedding Rehearsals & Engagement Portrait Sessions**

Grand Tradition Estate will schedule a one hour rehearsal for you. When scheduling your rehearsal we will try to accommodate you as much as possible. Please be advised that there may be some instances that your requests cannot be met due to scheduling conflicts with other events. Wedding rehearsals occur on the Wednesday or Thursday preceding the wedding during normal business hours (9:00 am to 5:00 pm).

Please call to schedule your rehearsal 2 months prior to your wedding date in order to minimize any scheduling conflicts. It is important that you and your wedding party arrive on time for your rehearsal. Failure to do so could result in the shortening or cancellation of your rehearsal due to other scheduling conflicts. Engagement portrait sessions must be scheduled Monday through Thursday during normal business hours (9:00 am to 5:00 pm).

### **Payments**

A \$1,500 reservation fee is required to hold a date. This fee is non-refundable. A quarter (25%) of your balance is due nine months prior to your event, another quarter (25%) of your balance is due six months prior to your event and final count and 50% payment are due 10 days before your event. All payments may be made by cash, check, or credit-cards. We accept MasterCard, Visa, and Discover. If payments are not received within the 10 days of due date, the event will be cancelled and made available for re-booking. This does not apply to final counts and payments which are due no later than 10 days prior to your event and must be made by cash, credit card, or money order only.

### **Upgraded Table Linens, Chair Covers, Tableware, and Tent Décor**

Grand Tradition offers white or ivory linens, stemware, flatware, and china for all event tables. Special colors, patterns, or designs may be arranged through our Grand Tradition preferred vendors. All upgraded table linens, chair covers, tableware, and tent decor must be arranged through one of our "Grand Tradition Approved Event Designers". Please see the "Grand Tradition Approved Event Designers" section of our preferred vendor list for a complete list of approved vendors to provide these services. The Grand Tradition Estate prohibits affixing anything to the walls, floors, or ceiling, with nails, tacks, staples, tape, etc.

### **Event Décor & Paperwork**

When selecting centerpieces please be aware that all candles need to be placed on a base to collect the melting wax and to avoid the wax spilling onto the tables. In addition to a base under the candle, a glass globe or votive must also surround the candle so as not to expose the flame. This includes candles that are a part of arrangements as well as any candle décor that acts as the arrangement. Floral centerpieces must be assembled before they arrive. The use of 'silly string', glitter, confetti or rice is prohibited on the premises. All paperwork should be turned in no later than 30 days prior to your wedding this includes, but is not limited to the music sheet, rehearsal itinerary, and final menu selections. We will need your assigned seating chart no later than at your rehearsal. When addressing your invitations, we advise that you show the wedding start time a half hour before the actual start time to insure that all of your guests arrive on time so that we may start your ceremony without delay.

### **Audio/Video & Technical**

Should you choose to show a video montage, please be aware that our in house audio/video system accepts and plays standard DVD's. PowerPoint or other slideshow type presentations require that you provide your own laptop, person to run the laptop, and all cables necessary to tie into our video projection system. Please provide us with a copy of your video montage at least 30 days prior to your event so it can be checked for compatibility with our video projection system. Your DJ and/or band must provide all necessary audio equipment & microphones for your reception.

### **Event Date Changes & Inclement Weather**

Grand Tradition Estate requires a \$1,500 non-refundable reservation fee to book a date. The \$1,500 reservation fee may be transferred and applied to another date, as long as notice of your date change occurs at least nine months prior to your scheduled event. Your first 25% and second 25% payment due dates will not change and will still be due based on your original event contract and invoice due dates. Your final count and final 50% payment will be due 10 days prior to your new date. In the event of inclement weather, Grand Tradition Estate may decide to move your wedding ceremony to an alternate covered or indoor location to insure guest comfort & safety. All outdoor related activities including the horse drawn carriage may have to be cancelled.

### **Event Cancellations**

All event cancellations will result in the forfeiture of the \$1,500 reservation fee. Event cancellations made 9 months prior will receive 100% refund of all other monies on account. Event cancellations made less than 9 months in advance will result in the forfeiture of all monies on account. Please note that unforeseen or unplanned events such as Acts of God, military deployments or family illness may make it necessary to cancel or postpone your wedding resulting in the forfeiture of all monies on account. To eliminate having to worry about these situations we highly suggest that you contact WedSafe at [wedsafe.com](http://wedsafe.com) or (877) 723-3933 to fully discuss their Wedding & Event Insurance Policies. They will be able to explain costs, coverage, and policies in detail. A WedSafe Policy can help to offer protection and peace of mind in the event that unexpected situations arise during the planning of your event.