

## Wedding/Reception Policy

Having hosted over 300 weddings and receptions, Dunleith's professional staff will assist you with one of the most memorable events that you and your family will ever plan. Whether small or large, our goal is to create your dream wedding and fulfill all of your hopes and expectations. Our staff will pamper you and ensure that your special day will be hassle free.

As Natchez's only full-service historic inn, our property offers 21 unique guest rooms featuring Jacuzzi tubs, gas-burning fireplaces, bathrobes, hair dryers, private bath, individual central air/heat units, radios and alarm clocks; The Castle Restaurant & Pub which is located in an original 1790's carriage house and stables; a swimming pool; bell cap services and a complimentary southern breakfast buffet and house tour.

Our unique wedding services include in-house wedding coordinators, parking attendants, complimentary tour director during your event, & service staff decked out in black and white attire. We also offer assistance with photography, cakes, horse-drawn carriages, flowers, music, catering, manicures, pedicures & massages.

Brenda Zerby with Moreton's Flowerland is our contracted florist. All floral and decorations for the house and courtyard must be contracted independently through Brenda and her talented staff. She may be reached at 601-442-4321.

## House Rental

Includes: **\$2,000.00**

Exclusive use of the downstairs of the main house and courtyard (during the event)

In-house bridal consultants

Linens, tables, chairs and set up fees

A.V. equipment (up to three microphones) for ceremony

Parking attendants

*7% tax will be applied to house rental fee*

Please note that the house rental fee is required as the non-refundable deposit that is due within 14 days of reserving your date.

*For groups over 175 guests, a tent is required to cover the outside courtyard. The Dunleith staff coordinates the rental and several options are based on the option selected.*

## Food & Beverages

The average rate for a two-hour reception with light hors d'oeuvres and a call bar is approximately \$35.00 person plus local tax and gratuity. Please refer to the attached catering list or menus for specific pricing. Our event planners will assist you with proper amounts of servings in order to meet the needs of your event.

Please note that the Dunleith staff reserves all rights to refuse service to anyone that is under the age of 21 or that is obviously intoxicated. Dunleith management also reserves the right to close bar service at anytime of misconduct or to remove anyone from the premises that is in violation of our policies.

*8.5% local tax and 18% gratuity will be applied to the final food & beverage total*

## Room Rental

Rental for all Main House, Dairy Barn and Courtyard Wing rooms (21) is required for all weddings. This can be done in two ways:

|  |                                |
|--|--------------------------------|
| Individual rate paid by the client's guests      | \$150.00 per room              |
| Special buyout rate for all rooms paid by client | \$3,150.000 per night plus tax |

All rooms released on the Friday evening before the wedding must be released 90 days prior to the wedding so they may be rented. Otherwise, all rooms will have to be paid.

**Important note:** Regardless of the option selected, the bride is required to submit the rooming list to the Dunleith staff to avoid confusion. *Reservations and confirmation for room rental will be given to the bride.*

## Deposit and Payment Policy

|                              |                                   |
|------------------------------|-----------------------------------|
| 14 days after holding a date | House rental fee (non-refundable) |
| 30 days prior to event       | Estimated balance is required     |
| 14 days prior to event       | Guaranteed count is required      |

### **Miscellaneous Information**

The following listed professionals are recommended by our staff based on past performances and have shown only the highest professional standards.

|  |                  |                        |
|--|------------------|------------------------|
| Photography                                      | Ann McDaniel     | 601-442-1269           |
| Video Production                                 | Bill Slatter     | 601-442-1828           |
| Cakes  | Edna Welch       | 601-443-9000           |
| Horse-Drawn Carriages                            | George Vines     | Dunleith will arrange. |
| Manicures & Pedicures                            | Pamper Me Please | 601-445-0206           |
| Tuxedo Rental                                    | King of Hearts   | 601-446-8889           |
| Natchez Visitor's Center<br>(City Information)   |                  | 800-647-6724           |
| Adams County Circuit Clerk<br>(Marriage License) |                  | 601-446-6326           |

Please contact our office if you need assistance with any of these services.