



# HOLIDAY HILL

## WEDDINGS AND PARTIES

BARN AND TENT VENUE

41 Chaffeeville Road ♦ Mansfield Center ♦ CT ♦ 06250 ♦ 860.423-1375 ♦ info@holidayrecreation.com

### *Welcome!*

Holiday Hill has been a destination for weddings and family celebrations, community and organizational events, as well as the region's oldest and largest summer day camp for children for over 55 years. We host events from May to October, seven days a week, between the hours of 10:00 a.m. and 10:00 p.m.

Holiday Recreation Center's large event tent and cozy post-and-beam barn, twenty-five acres of well-kept rural grounds and recreational facilities combined with our flexible options for catered and non-catered custom events makes for an unparalleled venue in eastern Connecticut.

We're delighted that you are considering conducting your special event with us. The information in the pages that follow should help you begin to plan for your wedding, family reunion, company picnic, graduation celebration or special event. Don't hesitate to contact us with any questions or special requests. We look forward to serving you!

*Wendy and Dudley Hamlin,  
Directors*





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### *Have your wedding or special event your way at Holiday Hill!*

You want your wedding or party to be to be uniquely your own. We want to help! We are happy to customize our venue and packages to your wedding plan or special event needs. Your affair will be the focus of our day and we will tailor arrangements to help make your vision a reality. We can accommodate all sorts of decorating ideas and themes for your wedding ceremony and reception. Your special event can be casual or formal, free-flowing or carefully scripted. We can help arrange catering and DJ's for your wedding reception or you can have a family-style do-it-yourself plan. The possibilities are endless!

#### ♦ WEDDING CEREMONY AND RECEPTION PACKAGE

Invite your wedding guests to one location for the day! Start with an outdoor wedding ceremony or indoor ceremony in our classic post-and-beam barn. Then, you and your guests can stroll right into our spacious reception tent set for as formal or informal a wedding reception as you wish.

#### ♦ WEDDING RECEPTION PACKAGE

Our reception tent is a classic high-peak design, wedding-white, and spacious enough to serve up to 400 guests. It can be set up in any number of configurations for as formal or informal a reception as desired. Smaller groups (85 and under) may elect to hold their reception inside our post-and-beam barn.

#### ♦ WEDDING CEREMONY PACKAGE

Our post-and-beam barn provides a lovely starting point to set up your personalized wedding ceremony. Great acoustics for the spoken word, and live or recorded music add to the atmosphere. Arching beams create a cathedral-like ceiling with an open floor. Any number of decorating ideas may be incorporated to reflect your unique character. Our grounds may be used for an outdoor ceremony, keeping the barn as an inclement weather backup location. The barn seats up to 225.

#### ♦ PARTY AND EVENT RENTAL PACKAGE

Our party and event rental package includes full use of our facility for up to six hours. In-season swimming can be added as an option. Our event tent, barn and all recreational facilities may be utilized. The barn and tent can host meetings as well as parties and can be set in many configurations of tables and chairs. Audio-visual aspects are available. The tent is regularly set up with picnic tables that can be rearranged, replaced, or augmented with display tables, or banquet tables and chairs for an additional fee. A small stage can be set-up or, there's plenty of room for a larger, custom stage, if desired. Smaller groups (85 and under) may elect to dine in our post-and-beam barn.



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### *Pricing*

- ♦ **WEDDING CEREMONY AND RECEPTION PACKAGE**—Includes up to six hours on grounds (additional hours available); ceremony chairs for outside or in-barn ceremonies; tent with picnic tables (banquet tables and chairs are an optional add-on), recreational facilities, if desired; access to private rooms for bridal party before the ceremony. Advance decorating time may be arranged at \$30.00 per hour. Pool with lifeguards, in-season, is an optional add-on at \$50.00 per hour. \$950.00 minimum or \$15.99 per adult; \$8.99 per child with parents; Children under 4 years-old free.
- ♦ **WEDDING RECEPTION PACKAGE**—Includes up to six hours on grounds (additional hours available); tent with picnic tables (banquet tables and chairs are an optional add-on), recreational facilities, if desired. Advance decorating time may be scheduled at \$30 per hour. Pool with lifeguards, in-season, is an optional add-on at \$50.00 per hour. \$850 minimum or \$14.99 per adult; \$7.99 per child with parents; Children under 4 years-old free.
- ♦ **WEDDING CEREMONY PACKAGE**— Includes up to two hours on grounds, ceremony chairs, access to private rooms for bridal party before the ceremony. Advance decorating time may be scheduled at \$30 per hour. \$350.00.
- ♦ **PARTY AND EVENT RENTAL PACKAGE**—Includes up to six hours on grounds (additional hours available); tent with picnic tables, recreational facilities. Advance decorating time may be scheduled at \$30 per hour. Pool with lifeguards, in-season, is an optional add-on at \$50.00 per hour. \$750 minimum or \$13.99 per adult; \$6.99 per child with parents; Children under 4 years-old free.

### *Additional Services*

- \* **Wedding Rehearsal**—Dates may be reserved for \$150.00. Includes two-hour visit time.
- \* **Banquet Tables and Chairs**—Banquet tables are 72" and seat 8. \$12 per table; \$1.50 per chair. You must arrange for cloth table covers through your caterer, on your own, or through Holiday Hill.
- \* **Extra Hours**: Hours planned in advance, \$150 per hour.
- \* **Insurance**—Groups need to show proof of general liability insurance coverage for their event by providing us with a valid certificate of insurance. If you do not carry insurance an event policy must be purchased either through our insurer (typically \$225.00) or the insurer of your choice.
- \* **PA System**—A PA system with speakers, amplifier and microphones is available at \$250 per event.
- \* **Shuttle Vans**—Service is available at \$75 per hour, per vehicle.

**Deposits and Payments**—A non-refundable deposit is required to secure a date. Payments may be made in the form of cash, check, or credit card.

**Wedding Ceremony and Reception Deposit:** \$950.00

**Wedding Reception Deposit:** \$850.00

**Party and Event Rental Deposit:** \$750.00

**Wedding Ceremony Deposit:** \$350.00

Confirmed Number (guaranteed minimum) of guests must be given to us no later than five business days before the scheduled date. The number of guests may be increased by contacting our office. If the number of attendees is less than the confirmed number, the guaranteed minimum number of guests will still be charged. Payment of balance is expected five business days before the scheduled date, at the time number of guests is confirmed.

### *Additional Information and Policies*

**Cancellation Policy**—The initial Event Deposit is non-refundable. If cancellation is due to expected inclement weather, the deposit may be applied to an alternate date, as available.

**Live Music and DJ's**—Very loud amplified music outdoors is limited by town zoning ordinances. We will permit Disc Jockeys or Bands with the understanding that our requirement for controlling the sound that leaves our property be met. Live, un-amplified acoustic music is always permissible.

**Liquor & Bartender Service**—Alcohol must be purchased by the event host, or provided by a licensed bartending service, or brought by individual guests for their own consumption.

**Swimming Pool**—The pool is available from early June to September. Groups wishing to swim must ask us to schedule staff lifeguards at an additional \$50 per hour. Only persons with bathing suits are permitted to use the pool. Lifeguards will be in complete charge and will insist that all pool safety and health rules are enforced. We have two 25 yard in-ground pools. One is generally reserved for picnic use and one for our family club members.

**Sports Equipment**—Equipment for all listed activities is provided with the exception of softball gloves. Fastpitch Softball and Baseball are prohibited without proper equipment and adult supervision provided by group sponsors.

**Adventure Challenge Course**—Our Adventure Challenge Course areas are off-limits to rental guests unless special provision has been made by group organizers for operation of the Zip Line or other elements during their event.



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### Reservation Request Form

Contact Person: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Mail Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Contact Phone (2): \_\_\_\_\_

Email: \_\_\_\_\_

Fax: \_\_\_\_\_

**Requested Date:** \_\_\_\_\_, \_\_\_\_\_ (name day of the week), \_\_\_\_\_ (month) \_\_\_\_\_ (date), \_\_\_\_\_ (year)

**Requested Hours:** \_\_\_\_\_ to \_\_\_\_\_  
 Events are scheduled for up to 6 hours, extra hours may be requested.

**Rental Package:** \_\_\_\_\_ WEDDING CEREMONY AND RECEPTION PACKAGE  
 \_\_\_\_\_ WEDDING RECEPTION PACKAGE  
 \_\_\_\_\_ WEDDING CEREMONY PACKAGE  
 \_\_\_\_\_ PARTY AND EVENT RENTAL PACKAGE

**Estimated Numbers:** \_\_\_\_\_ Adults \_\_\_\_\_ Children (w/parent) \_\_\_\_\_ Children (3 & under)

**Insurance Coverage:** \_\_\_\_\_ We will supply a current COI  
 \_\_\_\_\_ We will purchase event insurance from Holiday Hill's insurer.

**Deposit & Payments:** A non-refundable deposit is required to secure a date. Payments may be made in the form of cash, check, or credit card; MasterCard, Visa, Discover, or American Express.

\_\_\_\_\_ Enclosed is our deposit of \_\_\_\_\_ (see *Pricing* for required amounts)

\_\_\_\_\_ Please call me for credit card information.

**Signature of Representative and Date:**

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Printed name of signatory

**Certificate for Qualifying Exempt Purchases by an Exempt Organization**

If you are a qualifying exempt organization or Governmental Agency, complete and submit a Connecticut Form CERT-112 to the State of Connecticut Department of Revenue Services *at least three weeks prior* to your event. Tax exempt organizations must receive prior approval of exemption for rental or the purchase of meals at Holiday Recreation Center and submit it to us prior to billing or we must charge you sales tax.

Forms are available online at: [http://www.ct.gov/drs/lib/drs/fillable\\_certificates/cert-112fillable.pdf](http://www.ct.gov/drs/lib/drs/fillable_certificates/cert-112fillable.pdf)