



## **VENUE FEES**

Wintergarden at Legacy Tower has a venue rental fee that starts at \$4,000.

This fee includes the following:

- On-site Ceremony in the Atrium with Ceremony Assistance
- Team of On-site Venue Coordinators
- Bridal Suite & Groom's Suite - available at 10am  
*(access as early as 8am may be granted at a rate of \$100/hour)*
- Sparkling Wine Toast
- Two Signature Cocktails
- Specialty Coffee + Tea Bar with Barista
- 72" Round Banquet Tables + Black Chiavari Chairs  
*(Champagne Chiavari Chairs or Gold Chameleon Chairs Available for Upcharge)*
- Limited 8' long tables
- Charger Plates *(gold, silver or black)*
- Silverware, Glassware, + China
- Floor-Length Linens + Cloth Napkins *(white, black, or ivory)*  
*additional options and rentals available - please ask your coordinator*

## **CEREMONY**

The Wintergarden offers two on-site ceremony options. Ceremonies in the Wintergarden atrium are complimentary. The Foyer is an optional ceremony upgrade available on Saturdays and Sundays only. The ceremony fee in the Foyer is \$1000 plus tax. All items in foyer must be picked up by the rental company immediately after the ceremony.

Ceremonies includes the service of a wedding coordinator, recommended ceremony layout and use of assigned space for the ceremony for up to two hours. The service also includes use of a space for a rehearsal, but it is understood that the actual ceremony space may not be available and timing may be limited for the rehearsal if it is being used for another event during your rehearsal time. The ceremony fee does not include any food, beverage, flowers or decoration or the services of the officiant. Officiants, Ministers, and Pastors will need to complete an Indemnity Agreement.

## **EXTENDING THE VENUE & BAR TIME**

On the evening of your wedding or event, bar times may be extended one hour maximum from the original length for an additional venue rental fee of \$1000.00. The bar may also be extended by one hour as well. The bar pricing format for the extended hour will be based on hosted consumption (priced per drink) and must be paid at the conclusion of the event. There is a \$200 per bartender charge for the additional hour. This venue rental fee, the hosted consumption tab and the additional bartender time is subject to the Administrative Fee and Sales Tax. Wintergarden at Legacy Tower reserves the right to approve time extensions on a case-by-case basis.

## **BAKED GOODS**

Baked goods may be brought in for your reception if it is from a Monroe County Health Department approved bakery. A copy of the Health Department Certificate will be required from the bakery. Any other source, such as home baked products, are in violation of New York State Sanitary Code and are not permitted by NYS law.

## **PLATING BAKED GOODS**

If your desserts are purchased from Wintergarden at Legacy Tower, we are happy to create a dessert display for you using our decorative platters and cake stands. If you choose to bring desserts in from an outside bakery, we can plate your desserts on our stands for a flat \$300 fee. Wintergarden at Legacy Tower does not have a cake cutting fee.

## **GIFT TABLE**

Please make arrangements to secure your cards and gifts. Wintergarden at Legacy Tower will not handle or assume responsibility for items such as gifts, money boxes, gift envelopes etc.

## **RENTAL DELIVERY AND SET-UP**

Please work with your event coordinator to establish best time for rental delivery. All rental items are required to be picked up the same night.

## **ALLERGY DISCLAIMER**

Wintergarden at Legacy Tower makes every attempt to identify ingredients, processes, and items that may cause allergic reactions for those with food and other allergies. When a guest alerts Wintergarden at Legacy Tower to an allergic condition, every effort is made to instruct our staff on the severity of such allergies. In addition, we will use our best efforts to accommodate a customer's allergic condition and eliminate possible allergen containing ingredients or items; however, there is always a risk of contamination or exposure. There is also a possibility that manufacturers of the commercial foods and/or products we use could change the formulation at any time without notices. Customers concerned with allergies need to be aware of this risk. Wintergarden at Legacy Tower will not assume any liability for adverse reactions to foods consumed or other items one may come in contact with while at Wintergarden at Legacy Tower

## **ALCOHOLIC BEVERAGES**

Please note that alcoholic beverage sales and services are regulated by the State of New York. Wintergarden at Legacy Tower, as a licensee, is responsible for administration of these regulations. Therefore, it is a policy that no liquor, beer or wine may be brought in from outside sources. Our New York State alcoholic beverage license requires Wintergarden at Legacy Tower to request from any person apparently under the age of 35 to provide two forms of proof of age and refuse alcoholic beverage service to any person, who, in Wintergarden at Legacy Tower judgment appears intoxicated. The service of "shooters", straight shots, or "on the rocks" is not allowed.