



## Wedding FAQ

**Planning a wedding is a daunting task, with many details to cover. The Foundry Park Inn strives to make wedding planning as simple and convenient as possible for all of our Brides!**

**Below you will find some answers to our most frequently asked questions to help get your planning off to a great start!**

### **Can I arrange or pre-block hotel rooms for my event attendees?**

Yes! Blocks can range in size from 5-25 rooms. There is no charge or fee to set-up a room block, only a credit card number is required. A special rate is offered for your guests, which is lower than our average weekend rate. When your guests call the front desk to make reservations, they just need to mention the name of your block (typically the bride's last name and the groom's last name for wedding groups) to get the special rate. Reservations can also be made online using your block code, or we can even set up a special link just for your wedding block. Thirty days prior to your arrival date, any unused rooms will be automatically released back into our inventory to sell to the general public.

### **What are your banquet room rental rates?**

Since we have a number of unique banquet spaces, banquet room rental rates depend on your date, size, and type of event. First priority for banquet space is given to events with hotel room blocks. Booking event space requires a signed contract & \$200 non-refundable deposit per banquet space. This deposit will apply towards your final bill. Room rental fees include use of the space for 4 hours (event time), tables, chairs, and linens in our house colors of taupe or black. It also includes optional house centerpieces of glass hurricane shades with tea light candles and all of the dishware, glassware and flatware that you will need for your event. All amplified music must end by 11:30 p.m. on the property.

### **What are your banquet space rental rates?**

Since we have a number of banquet spaces at The Foundry Park Inn, room rental rates are dependent on the date, time of day, size and type of event.

### **How far in advance can I book?**

As a rule of thumb, weddings book about 12 months prior to the date of the wedding. Should you wish to book earlier than 12 months, please ask your sales manager about early booking policies. Events with hotel room blocks are given first priority when booking an event.

### **Are there certain days of the week or times of day, when the price is discounted?**

Should you have flexibility with your date, non-Saturday weddings (with the exception of holiday weekends) are given a considerable room rental and hotel room block discount.

### **Can I use my own caterer or do we have to use Foundry Park Inn Catering?**

Due to specific liability policies & licensing, all food and beverage (including alcohol) must be provided by the Foundry Park Inn with the exception of the wedding cake. We do provide wedding cakes; however should you wish to bring your own a cake plating fee of \$1.50 per person with a \$150 maximum will apply.

### **Do you require a food and beverage minimum for your catering?**

Yes. Food and beverage minimums are required for each catered event and depend on your date and time of day. Generally food and beverage minimums are set on a per person basis. Due to the high demand of peak booking dates and seasons, higher food and beverage minimums are required on specific dates throughout the year. Generally these dates range from April-June, September & October.

### **Can one banquet space be used for both the ceremony and reception?**

Only with weddings of 50 or less guests can we accommodate both a traditional ceremony and reception in the same venue. We strongly advise you to have a separate location for each event. The Foundry Park Inn has a number of ceremony locations as well as a variety of reception locations that help to provide a smooth and convenient transition from ceremony to reception.

### **I want to come and view the property and wedding sites, do I need to make an appointment?**

We do recommend that you make an appointment so that we can ensure that you will meet with a Sales manager to discuss all the details and to answer any questions that you may have.

### **We are also looking to host a rehearsal dinner & post wedding brunch, can you handle these and if so where?**

We have many different venues that can accommodate your weekend's wedding events. The size and type of the event will help to determine which locations would be the best fit.

### **What ceremony locations do you have? If I choose to have a pavilion ceremony what happens if it rains the day of the wedding?**

We have three ceremony locations. Please see our space capacity charts for details on capacities. Also, The Hoyt House Pavilion does include optional sides and heaters in the case of inclement weather.

### **When can I rehearse my ceremony?**

Rehearsal times will be scheduled like any other event. We do offer you a time and space to rehearse at no charge but you may have to work around other events at the Inn. While we always try to accommodate rehearsals in the true ceremony location, we cannot always guarantee that your rehearsal space will be in the same space as your ceremony.

### **How long do we have the reception room for?**

All space rentals include use of the space for 4 hours for the duration of your event. We do guarantee the space to be available to you or your vendors two hours prior to your event starting time.

Afternoon receptions can start as early as 10:00am and must be completed by 2:30 pm. Evening receptions may start as late as 8:00pm and must be completed by 12:00 am. Hoyt House Pavilion evening receptions must be completed by 11:00 pm due to noise ordinance.

**Are there any overtime charges if we run over our rental time?**

Overtime charges may apply, please speak with a sales manager for full details. You do have the option of adding extra hours to your event for an additional \$300 per hour.

**Can I tentatively hold a date and/or hotel rooms?**

The Foundry Park Inn requires a signed contract and deposit in order to hold space.

**I am ready to book! What is the deposit, and when is it due to secure the date?**

Once you have decided on your date, your sales manager will send you a contract for your banquet space and hotel rooms (if applicable). The contract gives you the first right of refusal should another client request your date and banquet space. After 14 days your signed contract along with a \$200 deposit per banquet space reserved must be received in order to confirm your date and space, otherwise all banquet space and hotel rooms will be released to the next inquiry.

**What types of payments do you take?**

The Foundry Park Inn accepts most major credit cards and certified checks.

**What is the schedule of payments?**

The initial deposit of \$200 per banquet space is due when you first sign your agreement; the next payment of 50% is due 30 days prior to the event. The final payment is due along with the final guaranteed number of guests one week prior to your event date. All deposits are non refundable.

**What is the cancellation policy?**

Should the Event not be held at the Foundry Park Inn or it is canceled, all deposits are forfeited.

**What happens if my numbers for attendees grow larger than what I contracted for?**

Should your originally contract space be unable to accommodate your guests, we will do everything we can to relocate your ceremony or reception to a larger area based on availability. If we are unable to move your event to another area, other arrangements may need to be made such as tent rentals, etc.

**Do you have onsite wedding planners and coordinators or can we bring our own?**

While your sales manager will work with you in planning all the details of your event, we do not offer day-of coordination for your wedding ceremony or reception. Please ask your sales manager about Athens wedding coordinators that do offer special package pricing for events at The Foundry Park Inn.

**If I am out of state and worried about planning are you able to help me?**

Absolutely! Many of our wedding contacts are out of state or hours away! Our sales managers will work with you through email, phone conversations, or mail to make sure that all the details are covered.

**What options do you offer for children who attend my wedding?**

We offer an array of children's meals, or children under 10 may eat your wedding meal for one half of the meal price.

**Can I taste the food before I decide on a menu?**

We offer 3-4 Bridal Open House & Tasting events per year. Our tastings are a great way to view all spaces, suites, try an array of menu selections & wedding cakes! These events are typically scheduled on Sunday afternoons to better accommodate busy schedules.

Should you be unable to attend one of our Bridal Open Houses, we are happy to schedule a private tasting for 2 guests. These tastings include 4 menu items and 2 cake types. Private tastings must be scheduled during weekday lunch hours.

**I have a specific theme that I would like to use, can I customize my own wedding event?**

Our sales managers can work with you to ensure that your wedding is customized to reflect your vision.

**Do I have to use your vendors or can I bring in my own?**

We are happy to recommend vendors that have successfully worked with The Foundry Park Inn in the past, or you are welcome to provide your own florist, photographer, officiate, music, transportation, or videographer!

**I have a lot of out of town guests who will need to stay at The Inn. How does a hotel room block work?**

We will be happy to offer a special block rate for you and your wedding guests. Please inquire with your sales manager for specific pricing.

We will contract with you for a block of up to 25 rooms. Once the block is full, we can always add rooms based on availability. The block contract does not hold you financially liable for any hotel rooms you block, only those that are specifically reserved in your name.

Any rooms that are not reserved 30 days prior to your wedding weekend will be automatically released into general inventory. At this point we can no longer guarantee availability or the block rate but should we have hotel rooms available, we are happy to go ahead and include additional reservations in your block.

Hotel Suites cannot be blocked and are booked by reservation only.

**I have a lot of out of town guests who will be staying at the Inn, what is available on property to keep them busy?**

The Foundry Park Inn is a full service hotel that offers many options for your guests to fill their time. In addition to our convenient downtown Athens location, we offer an array of spa services, and our onsite music venue – The Melting Point – is sure to keep your guests entertained. Our pool is open Memorial Day through Labor Day.