

GRADUATION PARTY Q & A

Pricing and Payments

Q: How much does an event cost?

A: The price of your event depends on a variety of factors, such as:

- Which of our packages will you choose, and how will you customize it? (The price depends on the services you want to include.)
- Culinary Choices

Q: Will you hold my event date?

A: Our available dates are booked on a first-come, first-serve basis. We'd love for you to schedule an appointment to come to your perfect venue, and we can help you select your perfect date—which we will absolutely hold for you once you make your first deposit and sign the contract.

Q: How much is the first payment?

A: Your first payment will be 50% of the total rental fee. We accept checks, credit cards or cash. You can make the payment in person during your site visit, or over the phone. Never fear! All payments you make are credited to your final balance.

Q: How do the rest of the payments work?

A: Your Briggs Woods Conference Center Special Events Coordinator will work with you to set up your payment schedule. Your final payment is based on your final headcount, which are both due 14 days prior to your special day (credit cards, cash or certified checks please—personal checks are only acceptable for payments made more than 30 days prior to your event).

Q: What is the cancellation policy? Will my deposit be refunded?

A: Your payment plan established with the on-site Special Events Coordinator will establish due dates and explain at what dates deposit amounts become non-refundable. If the event is cancelled within 45 days of the date, the full amount of all estimated charges will be due to Briggs Woods Conference Center.

Q: Is there a food and beverage minimum?

A: Yes, because of the full-service nature of the Briggs Woods Conference Center facility, a budget friendly food minimum of \$4.00 per person is in place for graduations.

Q: Can our final guest count change?

A: We require a guest count estimate at the time of booking. As your event draws near we ask you to keep us informed as your RSVP's come in. Fourteen days prior to your event we will ask for your final count. From that point on you can increase your count, however you may not decrease the count.

If your final count suddenly increases less than 10 days before your event, let us know immediately so we can make the necessary adjustments to accommodations and to avoid extra charges on your contract. If your guest count goes down, you will still be held to your previous final guest count. The final bill will be based on that number or the actual guest count should it exceed your guarantee.

Event Day

Q: How long can my event be?

A: You get seven hours from start to finish—a perfect amount of time for any event! If you would like to add additional time, you absolutely can—just ask your Special Events Coordinator for pricing.

Q: When can we decorate?

A: The facility is available to you during your allotted rented time slot. Your special events coordinator will work with you on early decorating if the facility is available.

Q: Who will be my main contact the day of the event?

A: Your main contact is always the on-site Special Events Coordinator.

Q: Can I bring my own decorations?

A: Sure! We love when our clients bring in personal touches—just make sure you run everything you plan to use by the Special Events Coordinator to ensure all elements are approved. (Please refer to our policies for full decorating do's and don'ts.) We can even advise you about what sort of décor would work well with your vision and theme!

The Planning Process

Q: I booked my event date with Briggs Woods Conference Center—now what do I need to do?

A: Booking with Briggs Woods Conference Center means event planning without the stress! We set up the first formal consultation to make sure we review your event start to finish—giving you complete peace of mind.

Q: Can I customize my package?

A: During your first consultation, we'll build your perfect event. We'll start with one of the base packages closest to your desires, and then customize it however you'd like! We can add any services, just keep in mind every change will impact the overall price.

Q: Can I bring in my own vendors?

A: Absolutely! You can bring in DJ's, bands, florists etc. Your Special Events Coordinator will guide you on the who, what and when to make those decisions.

Q: How does the catering work?

A: When Briggs Woods Conference Center hosts your event, you get to treat your guests to our fabulous food and beverage services! We offer a vast culinary menu that we will tailor to your needs.

Q: What AV equipment do you provide?

A: Each package comes with limited AV services. You can also rent or bring your own additional equipment if you'd like, or ask your DJ about what he or she can bring along! Your Special Events Coordinator will work with you to customize your AV needs.

Food and Beverage Service

Q: Can I bring in my own catering?

A: No, Briggs Woods Conference Center is an all-inclusive facility with our own culinary department. Briggs Woods Conference Center would be happy to try to accommodate any special requests for your menu. If there is food that Briggs Woods Conference Center is unable to accommodate for traditional or cultural reasons then we can allow some foods to be brought in alongside our catering.

Q: Do you offer vegetarian, gluten-free, and other meals for people with special dietary needs.

A: Of course! We recommend serving a special dish to vegetarians, and gluten free guests rather than designing the event menu to accommodate them. We will not charge an additional fee to prepare meals for people with special dietary needs.

Q: Can I bring in my own alcohol?

A: No. Briggs Woods Conference Center has the liquor license and is responsible for all liquor served on the premises. For this reason, we do not allow any outside alcohol. We do include a full stocked bar and bar tender with each package and we offer a variety of affordable hosted bar options that you can add onto any package, or simply request a cash bar. If you have a special request let us know and we will try to accommodate you.

Q: Can we take home the leftover food?

A: Possible liability consequences prohibit any food or beverages to be taken off the premises.