

Wedding Reception Information

Thank you for considering Clyde's Willow Creek Farm for your wedding reception.

We look forward to working with you to make your wedding the most memorable experience. Our private event staff will work side by side with you to insure that every detail has been covered. To make it easier for you, we have put together the following wedding packages. The packages are based on a four to five hour reception ranging from \$85 to \$120 per person for daytime events and \$105 to \$140 per person for evening events.

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ATTENDANCE AND LOCATION

The Terrace offers views of the Richmond House & Heron Fountain, and can accommodate up to 130 guests seated, up to 175 for a standing reception. Located in the main dining area, the Carriage Bar offers the feeling of a less formal reception and can accommodate up to 200 guests for cocktail and standing receptions. Also located in the main dining area, the Chandler Bar & Barn offers a seated reception up to 140 guests.

BAR SERVICE

We will provide five hours (four hours for daytime) of unlimited call brand liquors, domestic and imported beers, house wines and non-alcoholic beverages. Please inquire about premium pricing.

CHAMPAGNE TOAST

We will provide our house Champagne for the toast. The price is included in the wedding package.

WINE SERVICE

We offer our house wines throughout your luncheon or dinner service.

You may select a different wine from our wine list and we will deduct the price of our house wine from your selection price.

MENUS

All private events are required to select a menu offered by the Private Events Manager & Executive Chef. We will accommodate vegetarian, vegan and dietary needs.

WEDDING CAKES

You are welcome to provide your own wedding cake with no extra cutting fees when using the wedding package. We are happy to provide you with a list of cake designers.

CHILDREN

Children are always welcome at Clyde's Willow Creek Farm.

We will provide a menu to all children under the age of 12 priced at \$20 per child.



LINENS

We will provide white tablecloths with white napkins unless otherwise specified. Specialty chairs, chair covers and specialty linens are available at an additional rental charge.

PRINTED MENUS

We will provide personalized printed menus or congratulations card for each guest unless pre-counts of entrees have been provided.

GUARANTEED GUEST ATTENDANCE

An approximate number of guests must be given when reserving the space. A guaranteed guest count must be given two business days prior to the event. The guaranteed number is not subject to reduction.

FEES AND MINIMUMS

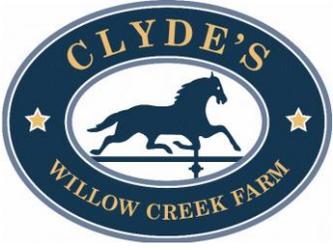
The Terrace has a food and beverage minimum of \$5,000 for daytime, \$10,000 for evening. The Carriage Bar has a food and beverage minimum of \$4,000 for daytime, \$10,000 for evening. The Chandler Bar & Barn has a food and beverage minimum of \$5,000 for daytime, \$10,000 for evening. Please inquire about alternate days of the week for reduced minimums. There is no additional charge for the event space when choosing a package. In the event of inclement weather, tent rental is available at an additional fee for the Terrace. Inclement weather alternative location within the restaurant is determined upon booking.

SERVICE CHARGE AND SALES TAX

A 17% service charge and 3% administrative fee will be added to all food and beverage charges. State of Virginia sales tax of 6% will be added to all food, beverage and service charges.

DEPOSIT, PAYMENT AND CANCELLATION POLICY

An initial \$1,000 nonrefundable deposit is required to reserve any area. An additional deposit totaling 50% of the estimated cost is required upon signing your contract. Payment is due in full at the conclusion of the event. All cancellations must be made in writing. Cancellations less than one month of the event are subject to a charge of 50% of the estimated cost. Cancellations less than one week of the event are subject to a charge of 100% of the estimated cost.



COCKTAIL HOUR

Upon arrival our staff will welcome your guests with passed hors d'oeuvres and open bar service. Additional displayed hors d'oeuvres are available upon request.

PASSED HORS D'OEUVRES

(Please select five of the following.)

Jumbo Lump Crab Cakes

Chicken Salad Canapé

Chef's Savory Tart

Spanikopita

Cheeseburger Sliders

Pulled Pork Sliders

Seared Sesame Tuna

Shrimp Tempura

Quesadillas (select beef, chicken, shrimp or cheese)

Seasonal Crostini

Chefs Choice Flatbread

Bacon-Wrapped Scallops

Shrimp Cocktail

Caramelized Onion Tarts

*Grilled Baby Lamb Chops
(additional \$2 per piece)*

Tomato Tarts

LUNCHEON OR DINNER SERVICE

Menus are subject to change.

SALAD COURSE

(Please select one of the following)

Please inquire about seasonal items.

Classic Caesar Salad

romaine lettuce tossed in Caesar dressing with croutons and Parmesan cheese

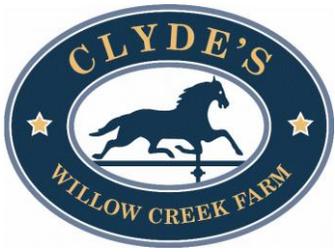
House Salad

cucumbers, onions and tomatoes tossed with our red wine vinaigrette

Farm Fresh Salad

Seasonal preparation

Maryland Crab Soup



Main Course

(Please select one of the following)
Please inquire about seasonal items.

Herb-Roasted Chicken

*whipped potatoes, seasonal vegetables
and herbed chicken jus
\$85 for daytime~\$105 for evening*

Atlantic Salmon

*roasted with thyme and lemon wheel,
served with pearl couscous and
seasonal vegetables
\$90 for daytime~\$110 for evening*

Jumbo Lump Crab Cakes

*spiced gaufrette potatoes, seasonal vegetables
and herbed aioli
\$110 for daytime~\$130 for evening*

Grilled Filet Mignon & Jumbo Lump Crab Cake

*garlic-herb roasted potatoes, seasonal vegetables
and double mustard cream sauce
\$120 for daytime~\$140 for evening*

Three Cheese Ravioli

*Please inquire about seasonal options.
\$85 for daytime~\$105 for evening*

Herb Encrusted Pork Loin

*stone ground grits, seasonal vegetables
and spiced apple demi sauce
\$90 for daytime~\$110 for evening*

Grilled 8-Ounce Filet Mignon

*garlic-herb roasted potatoes,
seasonal vegetables and béarnaise sauce
\$110 for daytime~\$130 for evening*

We will accommodate any vegetarian, vegan and dietary needs.

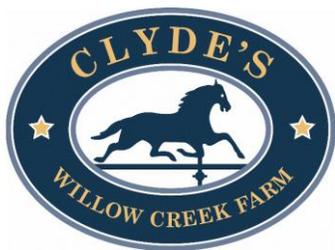
Alternative sauce options:

Poivre, Béarnaise, Choron, Hollandaise or Périgueaux

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Wedding Cake

To be provided by the bride & groom, served with freshly brewed coffee and hot tea



Wedding Confirmation Form

Event Name: _____

Event Date: _____

Number of Guests: _____ Desired Start & End Time: _____

Contact Name: _____

Address: _____

Telephone: _____ Fax: _____

E-mail: _____

Deposit Amount for Weddings/Large Events \$1000.00

I understand that all deposits are non-refundable. Cancellations less than one week in advance of an event are subject to a charge of 50% of the estimated contract. Cancellations less than two business days in advance are subject to 100% of the estimated contract.

PLEASE NOTE THAT BILLING IS NOT AVAILABLE.

A valid credit card or cash must be present on the day of your event and you will be required to pay the final bill at the conclusion.

Once we receive this form, we will send you an emailed link to authorize your credit card for deposit payment. Your credit card number will be safely stored in that online file. All information will be securely processed through our catering software, Tripleseat. Your reservation is not confirmed until the deposit is received and processed.

Name (please print): _____ Date: _____

Signature: _____