

Bayview Point Event Center Rates 2019 & 2020

- **Meetings** – Bayview Room or Show Room
 - \$125/hour Mon-Friday, 3 hour minimum booking
 - Includes tables and chairs currently in the space
 - Catering – if food is available for guests then there will be an additional fee of \$200 for cleaning
- **Weddings & Celebratory Events**
 - Bayview Room - \$2500 * Show Room - \$1000 * Conference Room - \$2500 * Waterfront Tent Location - \$2500
 - Hours: rates are for the day 10am-11pm (Event end time 10pm, with all vendors and guests out at 11pm)
 - Space does not include tables and chairs, see the list of items available to rent
 - Cleaning – Rate includes removal of trash and light cleaning (vacuuming or floor washing). Client must remove all personal belonging the day of their event.
 - Excessive cleaning fee of \$200/hour may be assessed if space is left in disarray.
- **Deposit and payment arrangements:**
 - 50% deposit of estimated event is required to book the date of client's choice
 - Remaining balance is due 30 days prior to event

Bayview Point Event Center

Chair & Table Rates 2019 & 2020

All Rooms include:

- 120 -- Black Padded Chairs
- 5 -- 44" Round Tables
- 10 -- 8' Pinewood Table

Rates for Extra Furniture

- Chairs - \$3 per. (400 available)
- 8' Pinewood Tables - \$16 (12 available)
- 6' Pinewood Tables – \$14 (6 available)
- 6' Lifetime Folding Tables - \$12 (20 available)

44" Pinewood Tables



8' Pinewood Tables



Black Padded Chairs



30" Cocktail Tables



Bayview Point Event Center Bar Packages for 2019

The following Bar services are based on the booking of a Wedding or Private Function for over 50 guests:

- Bartending Staff (additional \$50/hour over the initial bar package of 5 hours)
- Liquor Liability Insurance
- Licensing & Permits
- Cocktail Ice
- acrylic cups, straws, beverage napkins
- Mixes, Garnishes, & Supplies
- Equipment, Coolers, & Tools

Fully Stocked Bar with Beer, Wine & Liquor:

- Cash Bar – Your guests will pay for their own beverages. \$250 set up
- Host Bar – The Host will pay for all drinks. \$250 set
 - Tab Style – Host bar will be achieved by running a tab for the duration of the event.
 - Combination Host/Cash Bar – You set a limit you would like to provide for your guests. A tab is run until that dollar amount is spent. Then your guests will purchase their own beverages. (\$200/hour bar sales minimum applies here.)

Beer & Wine Package: \$150 set up

- Cash bar set up – guests purchase own beverages of beer and wine only
- Host Bar package \$150 set up
 - Tab – a tab will be run for the duration of the event.
 - Pre-purchase - Host can pre-purchase a set amount of wine bottles to be served. Then guests will pay per drink after. Bottles range from \$15 up.

Customization - we are happy to help make your signature cocktail. Prices will vary depending on the bar services required for your event.

Toast – Pop the cork and Celebrate!

- \$35+ per bottle Each bottle serves 10-12 guests
 - Sparkling Cider will also be included in this service for the guests who do not drink
 - Stemware is an additional \$2pp

Drink Prices:

- Soda / Juice Drinks / Bottle waters \$2 each
- Draught Beer varies based on the beer type and quantity selected
- Wine \$6.00 per glass
- Beer – Domestic \$4ea / craft \$6+
- House Drinks \$9.00 - J&B Scotch, Crown Royal, Titos Vodka, Tangueray Gin, Captain Morgan Spiced Rum, Sea Grans 7, Jack Daniels and more
- Top Shelf Drinks \$12+

Bayview Point Event Center
Event Coordination & Planning
Rates 2019 & 2020

➤ **Day of Coordination** – \$1200

- Couple plans the wedding and provides details to the coordinator
- Wedding Management
 - Be the point of contact for all vendors the day of wedding
 - On site the day of wedding
 - Coordinator helps greet vendors & guests
- Timeline creation
 - Ensure that there is a comfortable and achievable flow of events
- Seating Chart & Floor plan
 - Create and manage event layout to ensure an easy day of set up
- Vendor management
 - Review Vendor contracts prior to the wedding and ensure all services are provided per contracts
 - Distribute final payments & gratuities to vendors

➤ **Wedding Planning** - \$2500

- We will book and coordinate your vendors for you
- Initial consultation to understand the vision of your wedding day
- Monthly budget check and collaboration on design details (in person, video chat, email or phone – your choice).
- Day of Coordination Services listed above

➤ **Deposit and payment arrangements:**

- 50% deposit is required to begin services
- Remaining balance is due 30 days prior to the event

Bayview Point Event Center
Event Rules
2019 & 2020

The following is a list of rules and regulations to be upheld by the client

Which includes all WEDDING PLANNERS and VENDORS who are involved in the planning and execution of a wedding on the premises of the Venue.

- The CLIENT must designate an on-site representative who will be in contact with the VENUE as needed.
- The use of tape, wires, tacks, nails and glue to hang decorations is prohibited. All decorations must be placed and removed without leaving damage. Be kind and leave the property as you found it.
- Placements of tables, tents, live music, catering equipment etc. must be approved by VENUE no later than ONE week before the event.
- Alcohol may not be served to minors.
- At any time, if the VENUE staff deems alcohol consumption to be excessive, the staff has the authority to close down all alcohol service and/or evict inebriated guests from the premises.
- Children are not permitted to wander the grounds unsupervised by an adult.
- No glitter, rice, confetti, or flower petals may be used on the ground indoors or outdoors.
- No sparklers, open flames or candles of any kind are permitted without explicit approval by the VENUE.
- Smoking or use of vapes of any kind is strictly prohibited on any area of the VENUE property, inside and outside.
- Dance floors must be rented and utilized if there will be dancing of any kind in the Show Room, in an effort to protect the carpeted floors.
- All Events must end by 10:00 pm to comply with the City sound ordinances and in order to allow for clean-up and closure of the site by 11:00pm

insurance requirements

\$1 million general liability coverage

Alcohol included in coverage, if you will have alcohol at your event that is not provided by Bayview Point Event Center

Please list 'United Farmers Market of Maine' (our organization) on your paperwork, **not** 'Bayview Point Event Center' (our DBA name)

how to get insurance

Most of our clients choose to rent their event coverage from [Wedsafe](#), but you may take out a policy from any accredited private company or your homeowners insurance. Wedsafe insurance coverage costs clients about \$100-\$175 for a one-day policy. We don't receive this money, it goes to the insurance provider. Proof of coverage forms should be emailed to events@bayviewpoint.com when obtained, and 30 days prior to your event.