



THE
MARKET
at Grelen



PLANNERS & CATERERS INFORMATION

THE MARKET AT GRELEN VENUE

1. Included in the Venue Fee on the day of the event:

- 1.1. 20 x 20 ft kitchen tent with lighting and power
- 1.2. Access to a catering kitchen sink
- 1.3. (17) 72" Round Grelen Tables
- 1.4. (1) 8ft banquet table
- 1.5. (1) 6ft banquet table
- 1.6. (175) bamboo AND (175) crossback chairs
- 1.7. (4) barrel bars with 8ft stained plank tops

2. Plants

- 2.1. Eight extra large trees are always inside the tent and included in the venue fee. The seasonal plants and flowers that surround the Market at Grelen are available for decorative use. If any Grelen potted plants are moved to accommodate this design:
- 2.2. The Market staff will be responsible for moving plant inventory.
- 2.3. All plants around The Market at Grelen are rotated on a weekly basis and can only be chosen the day or or one day before the event.
- 2.4. All plant movement is subject to approval.
- 2.5. The plants need to remain in their original plastic pots.
- 2.6. Any breakage will be charged to the Client at retail prices.
- 2.7. Grelen plants are not meant to replace floral centerpieces, bouquets, or greenery and cannot be used as such.

3. Available for rent from Grelen: These are not included in the venue fee - Grelen rentals are fluid and can change so be sure to ask for an updated rental brochure. Current rentals include, but are not limited to:

- 3.1. (3) 8' Farm tables + (1) 5.5' Farm table
- 3.2. (2) arbors
- 3.3. (1) Bar
- 3.4. (4) White umbrellas
- 3.5. (1) Fire pit
- 3.6. A large selection of baskets for plant covers

4. **CATERER CHECKLIST:** To prevent deductions from the Client's refundable deposit, please be sure each item is completed by conclusion of clean up. The following items are ultimately the responsibility of the CLIENT. The Client's full service caterer agrees to handle these responsibilities for the client. If the caterer leaves the premises before any of these items are finished, clean up charges will be deducted from the client's refundable deposit. The Market at Grelen requires that at the end of the night Caterers do the following:
 - 4.1. Re-stack all Grelen chairs in the event shed and tables in the catering tent neatly. All furniture used for ceremony, cocktail hour, and reception must also be placed back to its original setting. This includes the Stone Terrace, Greenhouse, Orchard Overlook Tent, Overlook Patio, Potting Shed, Shade Garden and Half Moon Garden.
 - 4.2. Bus all venue spaces where guests were present. In addition to the Event Tent, these areas include the Love Lawn, Berry Lawn & Shed, Greenhouse, Shade Garden, Potting Shed, "Half Moon Garden," front area of Market, the stone terrace & pergolas. These areas must be cleared of rentals, bottles, trash etc.
 - 4.3. Break down and collect client rental items for vendor pickup. Any rentals not belonging to Grelen should be placed in the south corner of the Clear Reception Tent for next day vendor or responsible party pick up.
 - 4.4. Wipe down all Grelen tables and Wine Barrel Bars.
 - 4.5. Sweep Orchard Overlook Tent, Overlook Patio, & Catering Tent
 - 4.6. Dispose of all trash (including wedding trash from Grelen stainless steel trash cans at cocktail hour & reception locations) and take off site.

Thank you for your understanding! We look forward to working with you to create the best experience for our clients. Please don't hesitate to reach out if you have questions.

BOXWOOD VILLA & SPOTSWOOD LODGE VENUES

What's included depends on the wedding/event package chosen.

1. **CATERER CHECKLIST:** To prevent deductions from the Client's refundable deposit, please be sure each item is completed by conclusion of clean up. The following items are ultimately the responsibility of the CLIENT. The Client's full service caterer agrees to handle these responsibilities for the client. If the caterer leaves the premises before any of these items are finished, clean up charges will be deducted from the client's refundable deposit. The Market at Grelen requires that at the end of the night Caterers do the following:

- 1.1. Re-stack all Grelen chairs and place them in the shed (Boxwood)/carport (Spotswood) All furniture used for ceremony, cocktail hour, and reception must also be placed back to its original setting.
- 1.2. Bus all venue spaces where guests were present. These areas must be cleaned of rentals, bottles, trash etc.
- 4.7. Break down and collect client rental items for vendor pickup. Any rentals not belonging to Grelen should be returned to where the rental company initially delivered them.
- 4.8. Wipe down all Grelen tables and any used surfaces that are owned by Grelen
- 4.9. Sweep the Front Porch and any other indoor spaces used for the event.
- 4.10. Dispose of all trash and take off site.

THE GRELEN DEPOT

1. Included in the Venue Fee on the day of the event:

- 1.1. ***The Gallery:*** Five 72” round tables, six 8 ft farm tables, and 70 black chiavari chairs.
- 1.2. ***The Lounge:*** Two permanent corner lounge banquettes(11.5’ X 5’), two permanent quartz topped rectangular cocktail tables (with gold bases, 8’ x 2’), a permanent bar, and 8 bar stools.
- 1.3. ***The Loft:*** Five 72” round tables, 50 black chiavari chairs, and a permanent bar.
- 1.4. ***The Gallery & The Lounge:*** All items listed above for both rooms.

2. CATERER CHECKLIST: To prevent deductions from the Client’s refundable deposit, please be sure each item is completed by conclusion of clean up. The following items are ultimately the responsibility of the CLIENT. The Client’s full service caterer agrees to handle these responsibilities for the client. If the caterer leaves the premises before any of these items are finished, clean up charges will be deducted from the client’s refundable deposit. The Market at Grelen requires that at the end of the event Caterers do the following:

2.1. Return all Grelen chairs/tables in the following manner:

The Gallery: -Round tables and stacked chairs should be returned to the closet directly to the left of the bathroom with the green door
 -Return folded farm tables to the closet in the kitchen

The Lounge: -Return bar stools to bar
 -Return cocktail tables to where they were before event started

The Loft: -Return tables to original placement in room

-Stack chairs upside down on tables

- 2.2. Bus all venue spaces where guests were present. These areas must be cleaned of rentals, bottles, trash etc.
- 4.11. Break down and collect client rental items for vendor pickup. Any rentals not belonging to Grelen should be placed in the kitchen on the first floor.
- 4.12. Wipe down all Grelen tables and surfaces.
- 4.13. Sweep any indoor spaces used for the event.
- 4.14. Spot mop spills in any of the spaces used for the event
- 4.15. Dispose of all trash and take off site.