

HEARTH  
WEDDINGS & EVENTS *House*  
VENUE

## Cottage Policy

- 1. Pre-Event Access - As per contracted hours:** Standard Access is from 10:00AM – 4:00PM (or until your event begins)
- 2. Post Event Access:** One (1) hour after your Event concludes (during cleanup)
- 3. Emergency Access:** Once you leave The Cottage for your Event, the Access Code will be changed to protect your belongings, and to keep people from using The Cottage inappropriately. If you need emergency access during the Event, contact the Onsite Facility Manager who can give you immediate access.
- 4. Checkout:** Follow Checkout Instructions posted at the Cottage
- 5. Inclusions:** Plates, glasses, Champagne flutes, wine glasses, coffee mugs, flatware, platters, cutting boards, serving bowls, coffee pot, Keurig, & Toaster. There is no blender onsite. Appliances include refrigerator, microwave, stove/oven, and dishwasher.
- 6. What to Bring:** Food, beverage, paper towels, paper plates, napkins, personal toiletries, and bath towels if you plan to shower.
- 7. Missing or Broken Items:** Items missing or broken will be deducted from the Damage Deposit.
- 8. Food:** You are welcome to bring your own food.
- 9. Adult Beverages:** You are welcome to bring your own alcoholic drinks, provided however, those consuming are 21 years of age or older. No Alcohol consumption is allowed in the Cottage once your Event begins, or when the Bar Service Provider is onsite, whichever is first.