



TWIGS

TEMPIETTO

Weddings & Receptions

The Facility

TWIGS TEMPIETTO is an ideal backdrop for the exchanging of vows. Nestled into a garden setting, the bridal party will enter on a stone walkway and gather at a vine-covered gazebo for the ceremony. The terrace adjacent to the gazebo will seat up to 250 guests for a ceremony. If your plans for the Tempietto would include a ceremony and reception, the maximum accommodation would be 175 guests. A reception booking only could include up to 400 guests with room for a dance floor, food buffets and guest seating. All types of live music are welcome. The garden area is discreetly wired for electricity so that your musicians can be accommodated in several locations. The house music system can be used for your reception. If you wish, you can provide CDs to play on the house music system that is wired both indoors and in the garden.

Terrace & Patio Tents

Our back Terrace is 2,500 square feet and is covered by a custom designed tent. The tent includes lighting, sidewalls, heaters or fans depending on the season. Both front and rear entrances to the indoor Tempietto building have covered patios that can also be enclosed and heated. The two patios total over 1,000 square feet. All of these amenities are included in your rental of the facility.

Flowers and Decorations

Twigs Tempietto supplies complimentary bud vases or candles with greenery for all of your guest tables. Two lovely topiaries are placed in the gazebo. For Wedding Receptions being held at Twigs Tempietto, a floral centerpiece is included in your menu package.

As part of the event planning process, you will meet with the TWIGS Design Staff to determine any additional floral and decorative needs. Suggestions will include table decorations for the guest tables, buffet centerpieces, door baskets, gazebo dressing, garden candles, wedding cakes and arrangements for sideboards and secondary tables. If your wedding ceremony is taking place on the Tempietto grounds, TWIGS will also design the wedding bouquets, corsages and boutonnières.

All Floral and Decorative Items for use at Twigs Tempietto must be booked through Twigs. There is no minimum purchase required. Floral plans are based on individual preference and budgetary needs.

Booking Times

The booking time for Weddings and Receptions: Mid-Day (Wedding and/or Reception) – 11:00am-3:00pm
Evening (Wedding and/or Reception) – 6:00 pm – Midnight.

Wedding Ceremony

The facility will be opened two hours before the start of the ceremony for the bridal party to dress and for the photographer to set up. Should you wish to have your portrait made in the Gardens prior to your wedding date; this can be arranged at no additional charge during a time when the facility is unoccupied. When you arrive, all chairs will be in place for the ceremony. Our standard package includes black, padded seat chairs. There is a \$5.00 per guest set-up fee for weddings. Maximum seated capacity 250 guests.

Wedding Reception

Evening Wedding receptions are booked in four-hour blocks of time. The facility will be opened two hours before the start of the reception for set-up. Extended hours are available with prior approval and payment of 300.00 per additional hour. Maximum capacity 400 guests.

Ceremony and Reception

In booking the facility for both ceremony and reception, the doors will open two hours before the start time of the ceremony for set-up, dressing and photographs. When you arrive, all chairs will be in place for the ceremony. Our standard package includes black, padded seat chairs. The evening wedding ceremony is estimated to last one half hour to be followed by a four-hour reception. Extended hours are available with prior approval and payment of 300.00 per additional hour. Maximum capacity 175 guests.

Wedding Ceremony Rehearsal

The rental of the facility for a ceremony will include a **one hour** rehearsal on the eve of the wedding. Please understand that all indoor building access will be locked during the rehearsal to keep premises clear for the next event. Your guests will have access to the outdoor restrooms and all of the covered patios. Your musicians or music set up will not need to be present at the time of the rehearsal.

Wedding Director

A **Wedding Director is required for each wedding ceremony performed at Twigs**. The client must submit the director's name and phone number for the file. If the director has never worked at the Tempietto in the past, they are encouraged to attend one of the bride's planning sessions or schedule a visit with the events staff.

Catering and Facility Rental

Twigs Tempietto is a full service facility. We handle all of your ceremony and reception needs. Sample menus have been prepared for various styles of receptions and events. The base package for each menu includes the facility rental, tables/chairs/linens, setup/cleanup, complimentary centerpieces, service, and food/non-alcoholic beverages for 50 guests. For guest counts above 50 guests, there is a per person charge listed with each specific menu.

Menu Type

Base Package Price

Mid-Day Events

Brunch Buffets	3000.00
Luncheon Buffets	3000.00
Finger Foods	3000.00

Evening Events

Light Hors D'oeuvres	3900.00
Heavy Hors D'oeuvres	4950.00
Plated Dinner (100 guests, max)	4200.00
Dessert Reception	3500.00

We suggest the lighter fare of Finger Food, Brunch and Luncheon Buffets and for a smaller mid-day reception and the Heavy Hors D'oeuvres and the Dinner Buffets for the evening receptions where you would want to treat your guests to a dinner or its equivalent. A Dessert reception is ideal to follow a later wedding ceremony or a close intimate family ceremony that has taken place earlier. All packages are based on a minimum of 50 guests, with a per person price for any additional guests. Our chef is always available to tailor menus as well.

Bar Service

Twigs Tempietto does allow the service of alcoholic beverages. Appropriate number of servers/bartenders is included in the package price for both non-alcoholic and alcoholic service. You may purchase beer, wine and champagne from our Twigs beverage menu. Hard Plastic cups are used to serve any beverages being served outside since glass items on the back terraces may result in broken glass. 8% hospitality tax and 10% service fee are added to cost of all alcoholic beverages. A Credit card number is required for our file in order to finalize bar billing after the event.

Set-up & Cleaning of the Facility

As part of the planning process, Twigs will create a site plan for your event. A layout for the placement of all tables and chairs will indicate the flow and progress of your event.

Twigs handles all of the facility set-up and break-down of tables, chairs and linens. Two hours prior to your event start time, Twigs will have in place all tables, chairs and linens. Twigs will break down all tables and chairs after your event. All of these charges are covered in your menu packet. Twigs arranges for the facility to have a sanitized cleaning before your event. The cost of this cleaning is included in your rental fee.

Payment Schedule and Methods of Payment

To book the facility, a deposit of 1,500.00 is required. The deposit is non-refundable and when you reserve TWIGS TEMPIETTO for an event, we honor that reservation and no longer show the facility for your date.

One month prior to your event date, 50% of the outstanding balance is due. At this point, these fees are non-refundable. Your final payment will be scheduled eight days prior to your event date. During this last meeting your head count is finalized and any last minute changes for table/chairs and/or decorations will be noted. The remaining balance is due at this time.

TWIGS TEMPIETTO accepts personal and company checks, cash and cashier checks. If you prefer MasterCard, Visa, American Express or Discover can be used.