



Bird's Nest

**Wedding Planning, Together At The Bird's Nest
1221 | High Drive | Estes Park, CO**

Bird's Nest Event Manager:

Day of the week:

Today's date:

Ceremony start time:

Wedding date:

Estimated count:

Credit card for deposit and damages:

Deposit:

	Bride	Groom
Name		
Date of Birth		
Street Address		
Mailing Address		
Cell Number		
Email address		

Wedding Planning:

Who is in charge of planning your wedding:

- We will be planning our own wedding
- We will have a non-professional person in charge of our planning
- We have hired a professional wedding planner

Please share the contact information for your event planner or go-to day-of person information:

Name:	Phone:
Email:	

- Is this person acting as your contact
- Is this person authorized to make decisions
- Please do not contact me with questions the day of and this person instead

Initial

Your Event Manager:

will be assigned after you fill out the form – click on the “Meet My Event Manager’ button on the event page of thebirdsneastes.com. They will be your point of contact. They will be there for your walkthrough, tasting, arrange the budget, menu, bar details, the timeline for event and day of payment, management, and checkout. Your event manager arrives two hours before your event start time and stays throughout the event. Your Bird’s Nest Event Manager will be onsite on the day of your event and will help direct your vendors and decorating team, ready the event space, and take care of your getting ready requests and food and beverage/alcohol service. They do not load in or out your items. You will need to assign a decorating team, load out team for the end of the evening, or florist for these duties. Please remember that our Event Management keeps office hours that will be communicated with you. If a personal emergency occurs, another event manager will be debriefed and onsite.

Booking Fee:

The booking fee is \$15 per person 30 guests, \$15 x 30=\$450. If you add extra people you will have to pay the additional fee. The booking fee is nonrefundable, it will not be applied as a credit towards your final bill, if you cancel your event this booking fee will not be refundable.

Deposit:

Once you have agreed on an available date and time, tasting and walkthroughs dates are determined and a deposit of %50 of the room rental fee is due. 6 months prior to your event %25 of the food decided on is due. The rest will be paid at the conclusion of the event.

Room Fee:

Due at time of booking 50% of the room fee is due at the time of booking. Room fees vary depending on the season <https://www.thebirds-nest.com/event-space-1>. The other 50% is due at the time of final payment. The Room Fee is refundable if you cancel 6 months prior to your event.

Cancellation Policy:

50% of the room fee and food deposit will be refunded if you cancel six months before the event.
0% of your room fee or deposit will be refunded if you cancel 3 months prior to event
50% of the total will be charged if the event is canceled within a month’s time of the event
85% will be charged if the event is canceled the week of the event
100% will be charged if the event is canceled the day of the event

Event details:

Person responsible for final payment the day of:

Ceremony location:

- On-site
- Off-site, specify

If on-site please communicate any specific family traditions or religious ceremonies you would like to include:

Please understand size restrictions. Also remember Rocky Mountain National Park is just across the street from us—a great outdoor wedding site.

If ceremony is onsite:

Rehearsal:

When would you like your rehearsal at Bird's Nest:

The day before your event, v

- @10:00 am
- @11:00 am
- @12:00 am

Rehearsals are typically the day before. We will have time between 10am-12pm and possible later depending on other events scheduled. Please allow one hour for rehearsal.

Rehearsal dinner location:

- Bird & Jim
- The Bird's Nest
- Other:

We are happy to host your dinner at Bird & Jim. Depending on the amount of guest you have we have limited times available due to restaurant volume.

Tastings:

After we have discussed, and you have narrowed down your menu items we can schedule a tasting. We can combine this with your walkthrough or have your tasting and walkthroughs on separate days.

Buffet tasting: \$50 per person (water, soda, drip coffee or tea will be offered at no additional charge)
You may select up to four appetizers, two salads, and two entrees with sides. Most of the choices on our menu can be prepared for a tasting, and you'll want to select items that you intend to serve at your event.
Plated dinner tasting: \$50 for 3 & 4 courses and \$65 for 5 courses. You will receive taster sized portions of each of the items you choose. You can choose 2 items per course. If dessert will be part of your menu, you may select up to two for your tasting.

It is not required to sign the contract before the tasting; however, we do require payment up front for the cost of the food and services during the tasting, which can and will be applied to the overall event total if you choose to continue with our services.

The Bird's Nest offers a complimentary tasting, for up to four guests, for events valued at or in excess of \$5,000. For events totaling less than \$5,000, the cost for a tasting is \$50 or \$65 per person. Additional tastings are subject to charge.

Tasting date & time:

Amount of people tasting:

Items selected to taste:

Walkthrough:

You will meet with your Event Manager at the scheduled time at The Bird's Nest. We will tour you through our facility. We will discuss and choose how to best express your style including decorating, your ceremony if at The Bird's Nest, table settings, glassware, linens, napkin folding, bar set up and timeframe, guest book, place cards, cake table, parking restrictions, audio and visual equipment available, what we offer, accessibility, what to expect from your event throughout this process and the day of your event.

Walkthrough time & date:

Event Details:

Guest count for ceremony:

Who is in charge of the ceremony organization:

Name:

Email:

Phone:

How will the wedding party proceed?

- In procession
- In place
- If procession please specify order:

Will you need microphone for officiant/ceremony:

- Yes
- No

Will you need a place to sign you marriage license after:

- Yes
- No

Photographs, please include locations and time frame:

Photographer Name and contact information:

Arrival time:

We recommend:

<https://www.joepylephotography.com/>

<http://dreamtimeimages.com/contact/>

Videographer Name and contact information:

Choice:

Would you like dessert displayed prior to serving:

Time:

Yes

No

Late night snacks:

Time:

Bar details:

Bar (please select bar options from bar menu attached):

Time:

Hosted

Partially Hosted

Cash Bar

Final bar tab subjected to 20% gratuity

Who is responsible for final bar payment:

Name:

Email:

Phone:

Reception details:

Slideshow:

Time:

Equipment needed:

Toast:

Time:

Who:

Equipment needed:

Dance:

Time:

Cake cutting:

Time:

Music:

Time:

- We will have a professional DJ or musicians set up prior to event and ready to perform
 - If so contact info:
- Musicians play for ceremony
- Musicians play for ceremony and greeting
- Musicians play for ceremony, greeting and reception
- Friend play their playlist
- We will need to use Bird's Nest sound system
- If multiple musicians are playing please specify:

Any other Music notes:

Florist, contact info:

Setting up: Time

- Center pieces
- Wall hangings
- Banister wrap
- Ceiling hangings

When selecting your florist, ask to include end-of-the-night pick up in your bid. (Estes Park Florists will cost less on this item). This can save you up to an hour of load out time and accidental glass breakage when loading into your car. Flowers may arrive between 10am and one hour prior to your ceremony start time.

We recommend Little Hollow Florist in Berthoud, CO. <https://www.littlehollowflowers.com/>



Setting up and Decorating:

You can have anyone from your team set up 2 hours prior to the event. Anything that is set up must be taken down that evening. Any decorating items left behind will not be saved. If excessive disposal of decoration is left an additional disposal fee will be added. Any damage done to the premise while setting up will be charged to the credit card on file.

Please specify extra tables needed:

Will you be setting up:

Greeting table	Guest book location	Picture table	Hanging decorations	Gift Table
Name Card Table for seating	Ceiling hangings (limited)	Candles (must be enclosed in glass)		

Please list who will be coming for set up prior to event and contact info:

Due to limited parking shuttles are required.

Estes Park Trolleys: 970-481-8531, request@estesoparktrolleys.com, <http://estesparktrolleys.com/>

Event Timeline: to be filled by event coordinator

Start Time:

Conclude:

Set up:		
Bar Set Up (before, during and after event)		
Procession/Beginning		
Appetizers		
Main Course		
Toasts/Presentations		
Dessert		
Late Night Snack		
Conclusion of Event		

20% gratuity will be added for all food and beverage items. All bar sales are subject to 20% tip

Price: to be filled by event coordinator	
Food	
Bar	
Staff	
Tax	
Sub Total	
4% Event Manager gratuity	
20% gratuity	
Booking Fee	
Deposit	
Room Rental Fee	
Additional Items	
Total	

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85% will be charged if the event is canceled the week of the event
100% will be charged if the event is canceled the day of the event

Running Late:

If your event runs over the designated time including a late start you will be charged \$500 for every half hour, hourly rate charges for staff. We will keep bar service until budget is met or otherwise instructed. -

Menu Changes:

Can be made up to 20 days before the event but could result in an additional charge.

Due to limited parking shuttles are required.

Suggestion: Estes Park Trolleys: 970-481-8531, request@estesoparktrolleys.com, Estes Park Shuttles: (970)586-5151

Contract & deposit: As soon as the date is secured.

Style and Level Choices: needed to secure the date and to sign the contract. Choose buffet level or plated dinner level and dessert level and amount of people for the contract but the final menu item choices can come in later.

Final Menu: choices one month before the event. You can make changes up to 20 days before but additional charges could apply.

Floor Plan: Usually worked out with event space but if your Event Manager is assisting on this we need this information 10 days prior to event.

Final guest count: It is appreciated a month before but mandatory 1 week prior to the event. If a final guest count is not given we will prepare for the amount on the contract.

Final payment: At the conclusion of the event. You can pay this prior to the event if easier.

Credit card authorization:

I _____ authorize Bird's Nest to charge my credit card for the deposit of our event. The Bird's Nest is allowed to keep this card on file and charge remainder of the event and any damages in lieu of final payments.

(signature)

(date)

Credit Card Number:

Name on Card:

Date:

Expiration:

Code:



Bird's Nest

Large Party Contract

Bird's Nest | 1221 High Drive | Estes Park | CO

To secure your large party reservation, The Bird's Nest requires a booking fee of \$15 per guest. The fee is due upon booking. Depending upon your party's size, additional food and beverage deposits may be required, and due upon signing your contract, your reservation will be canceled if your deposit is not made. Your booking fee is nonrefundable and not applied towards your final bill. The additional food and beverage deposit can be refunded if you cancel 90 days prior to your event. Payment methods include cash, credit, or debit card.

Booking fee \$15 per person (due at time of booking): 30 guests x \$15 = \$450 non-refundable booking fee. If you book for 30 guests and add 5+ extra people, you will have to pay the additional fee. If you cancel, your booking fee is nonrefundable.

Fee Total: Initial Here

Room Fee (due at time of booking): 50% of the room fee is due at the time of booking. Room fees vary depending on the season <https://www.thebirds-nest.com/event-space-1>. The other 50% is due at the time of final payment. The Room Fee is refundable if you cancel 6 months prior to your event.

Fee Total: Initial Here

Food & Beverage deposit: 6 months prior to your event a food & beverage deposit is due. This is 25% of your final anticipated bill. If you cancel 90 days or more prior to your event, your food and beverage deposit will be refunded, but the \$15 per person booking deposit will not be refunded. If you cancel 90 days or less before your event, Bird's Nest reserves the right to keep the full food and beverage deposit. If you cancel 30 days or less prior to your event, The Bird's Nest reserves the right to charge 50% of the total negotiated bill.

Initial Here

The final guest count is required one week prior the date of the reservation but appreciated ASAP.

Initial Here

Your party must check in and be complete no later than 15 minutes past the contracted time.

Initial Here

Should your party increase in size after the contract has been signed, and if the size increases the day of, we will do our best to accommodate the additional guest. **We will charge for additional guests. Unfortunately, we cannot guarantee seating for the additional guests. If your party decreases in size you will be charged contracted amount.**

Initial Here

If you choose to bring in an outside cake, there will be a charge of \$2 per person added to the bill. Please do not bring any glitter or confetti; if so, we will add a clean-up fee of \$40 to your bill.

Initial Here

There will be a **20% auto-gratuity** added to the final bill.

Initial Here

Your final bill may be settled with **cash and or credit or debit cards.** **We will not run separate checks for your event.** We will provide one itemized check. You agree that you are responsible for the ~~collection~~ of payments and settling the final bill.

Initial Here

To best accommodate planning for large parties, we require that any party of 20-40 hosts choose our pre-fixed menu for the event (starting at \$45 plus tax and gratuity). For parties of 40+, we require the host to choose a buffet menu.

Initial Here

If restrictions are put on us by our government, i.e., like mask wearing, you agree to follow the regulations we are required to follow and uphold.

Initial Here

Loss and Damage

Bird's Nest is not responsible for loss or damage of any items belonging to the client or their guests prior to, during, or after the event. The client is responsible for any damages incurred to the restaurant.

Initial Here

Please email the signed contract to your event coordinator.

You must be at least 18 years old to sign this contract.

I _____, hereby agree to the terms and conditions as stated above AND I authorize The Bird's Nest to charge deposit, penalties or damages to my Visa, Master Card, Amex or Discover, card number

Print Name:

Signature:

Date:

Address:

Reservation & Contact Information:

Contact Name:

Number of Guests:

Event Date:

Contact Phone #:

Event Time:

Contact Email:

**YOUR DEPOSIT IS DUE TO THE RESTAURANT WITHIN 72 HOURS
OF RECEIVING THIS CONTRACT**

