

Norwich Gardens

*Registration Materials for
the Wedding and/or Reception
of*

*(Bride)
and*

(Groom)

*for their _____ event.
(date)*



Terms of Use

Facilitator: Your facilitator will be an Events Center contractor of our choice who knows the site. He or she will be available prior to your event during regular business hours to assist with site-related tasks. On the day of your event, the facilitator will be available at the start of your event to assist with directive signs, electrical and lighting needs, public address system, bouncy castle set up, operation and put-away, table and chair set up, zoning compliance and other site-related and site safety issues that you have requested. Once your party is up and going, the facilitator will be on call, but not on site.

Party Hours: These are the agreed hours when you will have use of the site for guest activities. Your facilitator will be on site during these hours.

Before Party Hours: Set up can be done up to four hours in advance of your Party Hours. Manual labor by an Events Center staff member to assist during this time will be charged at \$30/hr. Advice and pointing out where things are is free. Your tent contractor can set up a day before, but tables and chairs must only be set up in the four hours prior to the event.

After Party Hours: This is time the morning after your event when you will clean up and take away any items you brought to the party. For example, this might include extra tables, tents, chairs and the like. If you need assistance, from Events Center staff, a \$30 per hour fee will apply. Failure to remove items will result deductions from your site condition deposit. You will be required to clean up your party's materials prior to noon the following day. Exceptions to this must be arranged with UVEC staff in advance.

Garbage: Feel free to use our on-site dumpster.

Rates and Times: Rates and times subject to availability and may change. However, once you have signed your agreement, then your rate, date and times are set. Be sure you understand our cancellation terms.

ADA: Access is possible to all of the grounds and the stage area. Please advise in advance if any guests have special needs. One of our indoor rooms is accessed on grade to the common room. The remaining rooms require stairs. None of the indoor bathrooms are ADA accessible or sized to ADA standards. Only our outdoor port-a-pottie meets ADA standards.

First Aid: First aid kits are on site. However, all first aid and emergency issues are your responsibility. Our site facilitator will attend to the most basic needs and then defer promptly to emergency professionals.

Photos: We reserve the right to have our photographer take pictures of your set up. Regarding any images of guests that are recognizable - authorization will be sought and granted prior to use.

Chairs and Tables: Should you need more than what is on site, rent these from Blood's Catering in White River. (802) 295 5393.

Tents: There is an 80 x 40 foot tent on site with indoor/outdoor carpeting, perimeter and overhead lighting and optional sides that seats up to 200 with room for other wedding/reception statinos. We require that you consult with us regarding your needs to be sure that you have adequate coverage for your band, caterers and guests.

Parking: All parking is to be done on site, **none on Route 5**. All service vehicles must be off of the grass around the tent prior to your event - for pictures and guest safety reasons.

Alcohol: Bring your own and self-serve is allowed. If you hire someone to serve, be sure they are licensed. By signing this agreement, you understand the liabilities of having alcohol at your party. The UVEC is not responsible for your failure to abide by the law or to police your guests' actions.

Registration

Bride's Information

Bride _____

Bride's Current Address _____

Bride's Parents' Names _____

Bride's Parents' Address _____

Bride's Phone Numbers _____

Bride's E-mail _____

Groom's Information

Groom _____

Groom's Current Address _____

Groom's Parents' Names _____

Groom's Parents' Address _____

Groom's Phone Numbers _____

Groom's E-mail _____

Financially Responsible Party

Name _____

Address _____

Phones _____

Second in Command Information

Designated SIC _____ SIC Phones _____

SIC Address _____

Information

- REHEARSAL DINNER DATE(S) _____
- CIVIL UNION
- WEDDING DESIRED HOURS _____
- CELEBRATION
- RECEPTION # OF GUESTS _____

Please describe your party: (i.e., tented, open to weather, band, dj, use stage, need PA system, catered by others, catered by friends and family, etc.) _____

Additional Options Provided by Events Center

- Site Facilitator needed during event? (please tell us when you'll need help) - \$30/hr.
- Interior preparation rooms?
- Adventure or Games Packages? \$75 per package.
- Other _____

Estimate Calculation - Based on discussion and published rates

\$_____ basic party

\$_____ Additional feature _____

\$_____ Additional feature _____

\$_____ Additional feature _____

\$250 Site Condition/Clean Up Deposit. This check will be cashed. Any funds due back will be issued by check within 72 hours of the last date of your party.

Total \$ _____

50% deposit \$ _____ Paid on _____ Check # _____

Remainder due two weeks before first party date. Your remainder of \$ _____ will be due on _____,

Any discrepancies in the final bill will be accounted for from your site condition/clean up deposit funds.

Cancellation & Signature Page

Deposit of 50% of your estimated fee will secure your date and rates. Your actual final fee will depend on what you choose for additional services provided by the UVEC and/or outside professionals. Changes to wedding plans happen regularly and can effect costs. UVEC policy for refund of deposit is based on when written notice of cancellation via e-mail, fax (802) 526 1038 or written is confirmed received by UVEC. Written notice of cancellation policy: 100% of your deposit is returned if your notice is received six months or more in advance, 50% of your deposit is returned if your notice is more than three and less than six months in advance, 25% of your deposit is returned if you give notice between three and one month in advance and no deposit returned for notice less than one month in advance.

The behavior of your guests on and off site is your responsibility. You should check with your insurer to understand your personal liability for their actions. The UVEC is not responsible for the loss, or damage to any item of yours, your guests or your vendors or caterers left on the premises at any time. Damages to the premises will be charged accordingly. You take the risk of inclement weather. UVEC staff has 48 hours to assess the facility at which point your deposit will be returned or you will be contacted immediately and provided a detailed explanation in the case that damage is found. Our signatures below indicate that we have read and understand this agreement.

Printed Name of Financially Responsible Party

Signature

Date

Bruce Genereaux, *Manager*, UVEC

Date

Vermont Wedding Law

Vermont Marriage Laws

VT Weddings and Vermont Civil Unions Information

Q: Do We Need A Marriage License To Be Married In Vermont?

A: Yes, you will need to purchase a Vermont marriage license, which must be presented to the officiate presiding over your ceremony before your marriage ceremony is performed. While your license may be purchased up to two months before your ceremony, keep in mind that per V.S.A. 18 - 5131(b), the license "becomes void sixty days from date of issue if the proposed marriage is not solemnized." A Vermont marriage license costs \$20.00.

Q: Where Do We Get A Vermont Marriage License?

A: If one or both of the bride and groom are Vermont residents, your residence town clerk will provide your license. If you are both out-of-state residents, you must first decide where in Vermont you wish to be married, then visit a town clerk in the Vermont county where your wedding will be held. Any town clerk in that county can issue your license.

Q: What Information Do We Need To Purchase A Marriage License In Vermont?

A: You must know your legal town of residence, and your place and date of birth. You will also need to know your parents' names, including your mother's maiden name, and the states where your parents were born. (A certified copy of your birth certificate can supply most of this information.) Vermont law requires that at least one of you sign in the presence of the town clerk certifying that all facts are correct. However, most town clerks prefer that you both appear in person, as they must agree you are both free to marry under Vermont law. Per V.S.A. 18 - 5141, town clerks are permitted to ask for documented proof of your statements; i.e., birth certificates, divorce decrees, etc.

Q: What Additional Information Will We Need To Provide?

A: You will need to provide information about your race, the highest grade you completed in school, the number of times you have been married, and how your previous marriage(s) (if any), ended. This information is not included on the marriage certificate, but must be disclosed to the town clerk.

Q: What Is Required If We Have Been Married Before?

A: If you are a widow or widower, you are free to remarry at any time, and will only be asked the date of your previous spouse's death. If you are divorced, you will be asked the date of dissolution of the previous marriage. You may only remarry after the date on which your previous marriage was dissolved.

Q: Do We Need Blood Tests?

A: No, you do not need a blood test to be married in Vermont.

Q: Can a Vermont Marriage License Be Issued Through The Mail?

A: No, you must appear in person to purchase a Vermont marriage license.

Q: Can We Be Married By Proxy In Vermont?

A: No, both the bride and groom must be present to marry in Vermont.

Q: Who May Be Married In Vermont?

A: A man and a woman 18 years of age or older may marry in Vermont. If either is at least 16 years of age but under age 18, you will need the consent of a parent or guardian to marry in Vermont. Your parent or guardian should accompany you to the town clerk's office to sign an affidavit giving you permission to marry. The affidavit is

Vermont Wedding Law

on the back of the marriage license and is a legally binding part of the license. If either the bride or groom is under the age of 16 and is a Vermont resident, you must first furnish the town clerk with a certificate from a probate, district, or superior court judge of the district or county in which you reside. If the under-age person is not a Vermont resident, you must furnish the town clerk with a certificate from a judge of the district or county in which the marriage will take place. Per V.S.A. 18 - 5142, Vermont law prohibits the marriage of anyone under the age of 14.

Q: Is There a Waiting Period To Be Married In Vermont?

A: No, you may marry anytime after purchasing your Vermont marriage license.

Q: Who Is Permitted To Officiate Marriage Ceremonies Vermont?

A: Vermont marriage ceremonies may be officiated by a judge, supreme court justice, assistant judge, justice of the peace, or an ordained or licensed minister, rabbi or priest residing in Vermont and authorized by their diocese to perform Vermont marriage ceremonies. An out-of-state priest, rabbi, or minister may perform your ceremony, but must first obtain special authorization from a probate court in the district where the marriage will take place.

Q: What Do We Do With The Marriage License?

A: You must deliver the license to the officiate who will preside over your ceremony before the marriage can be performed in Vermont.

Q: Do We Need Witnesses At Our Vermont Wedding?

A: Vermont law does not require witnesses, but your church or synagogue may.

Q: What Happens To The Marriage License After The Ceremony?

A: Immediately following the wedding ceremony, the officiate will complete the sections pertaining to date, place, and officiate information, and will then authorize your license with their signature. Within 10 days of the ceremony, the officiate is required to register the signed license with the Vermont town clerk's office where it was issued. The marriage license is not a legitimate legal document until it has been recorded in the town clerk's office where it was purchased.

Q: How Do We Get A Copy Of Our Vermont Marriage Certificate?

A: There are three ways to obtain a copy of your marriage certificate:

1. When you purchase your license, you can arrange with the town clerk to mail you a certified copy of your certificate as soon as your marriage license is recorded. The cost will then be \$25 (\$20 for the license and \$5 for the certified copy); or
2. Two weeks or more after the ceremony, and for a \$5.00 fee, you may request in person or in writing, a copy of the certificate from the town clerk's office where you purchased your license; or
3. Six or more weeks after your ceremony, and for a \$5.00 fee, you may request in person or in writing, a copy of the certificate from the Vermont Department of Health, Vital Records Unit, 108 Cherry Street, P.O. Box 70, Burlington, Vermont 05402.

In all cases, you will receive a copy of the original certificate, embossed with the town and/or state seal, signed and dated by the appropriate official.

These certified copies are accepted for all legal purposes.

For additional information about Vermont weddings contact your Vermont Town Clerk or the Vital Records Unit of the Vermont Department of Health, Agency of Human Services, PO Box 70, 108 Cherry Street, Burlington, VT 05402 Telephone: 802-863-7275 or 1-800-439-5008.

- 1) Ready rooms
- 2) Wedding Circle Gazebo
- 3) Stage
- 4) Fire Circle
- 5) Raised Gardens
- 6) Fenced Play Yards
- 7) Park 150 Cars
- 8) Conservation Trails

Norwich Gardens

US Route 5 South in Norwich, Vermont

