

# Third & Company's Frequently Asked Questions

## Booking

**Q: How in Advance Do You Take Wedding Bookings? The Minimum Amount of Notice Needed to Book/Plan A Wedding?**

A: The Furthest We Take Deposits for is Two Years Away. We Have Planned a Wedding in as Little as Three Weeks

**Q: Do You Require a Deposit?**

A: Yes, Our Deposit of \$250.00 Secures The Date/Time Frame. We Operate On a First Come Firsts Serve Basis and Do Not Hold Dates. Your Deposit Will Be Applied Towards the Final Balance. Please Refer to The Contract Regarding Cancellations and Refunds.

**Q: How Do I Schedule a Tour or Meeting?**

A: To Schedule a Tour or Meeting with Our Event Coordinators You May Call the Restaurant, Email or Through Any of Our Social Medias.

**Q: Does Third & Company Accept Bookings All Year?**

A: You May Book an Event in Every Season. Third & Company Has Heating and Cooling Systems Within the Building. You May Also Rent Our Portable Gas Fire Pits Located in The Courtyard, The Terrace and The Patio. There Are Annual Breaks Where We Are Closed for Renovations and or Vacation. We Will Post These Dates in Advance On Our Social Medias.

**Q: Does Third & Company Book Rehearsal Dinners?**

A: Yes, We Do Suggest Booking the Rehearsal Dinner When Making the Deposit.

**Q: What Is the Event Coordinator?**

A: Our Event Coordinators Are There to Assist You Throughout the Entire Process. You'll Meet with Your Coordinator for Any Tours and Meetings, Rehearsals and Walk-Throughs. The Coordinator Will Work On Your Final Menu, Décor, Seating Layout, Itinerary. The Day of the Coordinator Is Responsible for Ensuring Client Satisfaction and Working with Your Selected Vendors.

## Planning

**Q: How Much Food Do I Need?**

A: Our Event Coordinators Will Be Happy to Assist You in Calculating Food Quantities Based On Guest Count. Our Menu Is Flexible and Allows the Client to Be in Control by Offering a Wide Range of Food to Meet Everyone's Budget. Generally, The Formula Third & Company Uses Is as Follows:

Appetizers- 3-5 Pieces Per Guest Multiplied by Guest Count Divided by 12= Total Apps Needed in Dozen

Entrees/Sides: Half Tray= 20 Guests or Less Full Tray= 40 Guests or Less

Any Additional Food Left Over Will Be Packaged as Individual Meals or for Host to Take Home

**Q: What's The Venue's Alcohol Policy?**

A: Third & Company Has a Zero Tolerance Policy for Outside Alcohol. Our Staff Will Provide the Guest with A Warning; A Second Warning Will Require You to Be Escorted Off Premise. Our Bar Staff Will Not Serve Anyone Without ID.

**Q: Does This Venue Have a Full Bar?**

A: We Serve Only Beer and Wine. Our Bar Has an Extensive Craft Beer and Local Wine Selection as Well as Domestic Beer. Third & Company Does Not Allow Outside Alcohol Under Any Circumstances.

**Q: Does The Venue Have a Designated Ceremony Space?**

A: Third & Company's Courtyard or Terrace Make for A Perfect Outdoor Ceremony Space for Either Micro or Larger Weddings. We Do Have an Onsite Ceremony Fee and Chair Rental Fee.

**Q: When Does the Venue Need a Final Menu/Guest Count by?**

A: Third & Company Operates On A "Countdown" Like Schedule. Your Event Coordinator Will Check in with You Throughout the Process in Increments of 3 Months Before, 2 Months Before, 1 Month Before, 2 Weeks Before, 1 Week Before. You May Schedule More Meetings in Between If You Need to. We Finalize Guest Count Two Weeks Prior to Event.

**Q: What If There's Inclement Weather the Day of?**

A: Your Event Coordinator and You Will Work Throughout the Prior Week to Execute a Plan for Inclement Weather, we do Have Multiple Options.

**Q: Does Third & Company Have On Premise Parking?**

A: Third & Company Has Access to The Parking Lots On Either Side of the Church. There May Be a Parking Lot Attendant the Day of to Direct and Control Flow.

**Q: Does Third & Company Have Wheelchair Access?**

A: Third & Company Is Compliant with ADA Standards

**Q: How Does My Event Planner Create Our Itinerary?**

A: We Generate a General Timeline On Your Initial Invoice Based On the Reserved Time Block. From There We Will Adjust Accordingly as Details Are Finalized. Below Is a Basic Itinerary for an On Site Ceremony and Reception Booked for A Saturday at 5-9pm:

- 3:30pm Vendor Arrival
- 3:45pm Wedding Party Arrival (For Photos)
- 4pm Guests Arrival
- 4:15-5pm Ceremony
- 5-6pm Cocktail Hour & Apps
- 6-6:30pm Wedding Party Intro/Speeches/Dances
- 6:30-7:30pm Dinner/Entrees
- 8pm Cake Cutting Ceremony/Desserts & Coffee
- 9pm Departure

**Q: How Do I Read My Invoice?**

A: You May See Many Invoices as You Work with Your Event Coordinator Before Seeing the Final Balance. The Invoice Is Split into Categories Making It Easy to Read the Item, It's Quantity and Pricing. There Will Be a Full Summary of Fees Compiled at The Bottom. This Is Where the Deposit Is Noted and Subtracted, Taxes Are Applied, Final Food and Beverage Costs, Service Fees and Gratuity. Third & Company Does Apply an 8% CASH ONLY Discount. Below The Financial Summary You Will See the Itinerary and Notes Sections. The Itinerary Will Show the Event's Timeline Detailing Wedding Party and Guest Arrivals, Ceremony, Food Courses, Speeches/Dances, Dessert and Departure. Any Scheduled Meetings Will Also Be Within the Itinerary. The Notes Section Is Where Your Coordinator Will Note Requests, Details and Questions for The Host. After The Notes Section, The Details Section May Have Menu Clarifications and Vendor Contact Information.

**Q: What If There's Dietary Restrictions Such as Allergies?**

A: Third & Company Does Suggest Including Allergies into Their Invites and Upon RSVP, The Host Can Inform Their Coordinator That There's Guests in Need of an Individual Meal If the Final Menu Doesn't Allow Them Any Options. You May Reference the Individual Meals Section of the Menu.

**Q: Does Third & Company Book More Than One Event On the Same Day? If So, How Would It Affect My Event?**

A: Third & Company May Book More Than One Event On the Same Day but at Different Times and or Different Spaces. We Also Base This Decision On Guest Count and The Event Itself. If Your Event Shares a Date You Will Be Notified.

## Venue

### **Q: Is There a Minimum/Maximum Guest Count When Booking a Wedding?**

A: We Do Not Have a Guest Minimum. Our Maximum Would Vary from 100-130 Depending If all Guests Are in Same Room or Spread Throughout Venue. We Do Suggest Choosing Your Preferred Location Within the Venue Based On Guest Count, Room for Buffet and Cocktail Hour, DJ/Dancefloor and Any Additional Displays. Each Locality Has Its Own Maximum Guest Capacity Based On Fire/Emergency Safety.

### **Q: Do You Provide a Preferred Vendors List?**

A: Our Event Coordinators Would Be Glad to Help with Vendor Networking. Keep an Eye Out On Our Social Medias Regarding Our Wedding Expo Where We Highlight the Hudson Valley's Talented Vendors from Every Category. Please Also Consider Vendor Meals When Giving Guest Count.

### **Q: Can We Bring Outside Food?**

A: We Do Allow for Outside Desserts Only. We Charge \$25 Per Platter.

### **Q: Who Decorates/ Sets Up the Event?**

A: We Offer the Host of the Event 1 Hour of Complimentary Time to Decorate the Reserved Space. Additional Fees May Apply Past the Hour Mark. We Do Suggest That You Opt for Our Event Staff to Set Up for You at \$50/Hr. You'd Work with Your Coordinator to Schedule a Décor Drop Off, Review The Layout of Décor and Set Up an Example of the Tablescape.

### **Q: What Size Are the Reception Tables? How Many Do They Seat?**

A: Our Farmhouse Style Black Walnut Wood Tables Are 8 Feet Long, 3 Feet Wide and 30 Inches in Height. They Seat Anywhere from 6-10 Guests Each. We Do have Layout Maps to Help You Design Your Seating Chart.

### **Q: What Is the Ambiance of the Venue?**

A: Third & Company Is a Lakeside, Modern, Rustic Venue in The Heart of Walker Valley. It's Adorned with Edison Lightbulbs Throughout the Property Tying Together an Array of Textures, Colors and Up-Cycled Vintage Finds.

### **Q: Do I Have to Book the Full Venue?**

A: Our Venue Is Divided into Individual Spaces Based On the Guest Count and The Needs of the Event. We Do Suggest Asking the Coordinator What Space Best Meets Your Event's Needs. Any Event with A Final Guest Count of 65 Or More Will Automatically Be Booked as Full Venue at Third & Company's Discretion. Please Discuss Details with Event Coordinator as There May Be Additional Options.

### **Q: What Access to The Property Do We Have If Not Booking Full Venue?**

A: When Booking Venue Space Individually You'll Event Coordinator Will Explain the Boundaries of Your Designated Space. We Highly Recommend Informing Your Guests of Where Within Third & Company Your Event Will Be Held. The Day of, You May See Black Stanchions Blocking Access to The Unreserved Areas On the Property. If Guests Travel Outside the Event's Assigned Area You May Be Subjected to Additional Fees.

### **Q: What's The Typical Wedding Layout at Third & Company?**

A: Typically, We See an Outdoor Ceremony Followed by Cocktail Hour Served in A Display Buffet Fitted for Guests to Mingle. Our Main Reception or Dining Space Is THE Pavilion Where Tables of 8 Are Set in Our Farmhouse Layout (See Layout Map), A Sweethearts Table, A Cake/Dessert Table and Dancefloor in Proportion to The Guest Count. The Terrace Has Gas Fire Pits and Seating with Views Over the Lake. This A Great Spot for A Photo Booth or Any Interactive Stations.

### **Q: Does The Host Have Access and Control Over the Heating and Cooling Systems Within the Reserved Space?**

A: Third & Company Has a Central Heating and Cooling Systems Throughout the Property Along with Additional Means of Heating/Cooling. The Host Does Not Have Access to The Controls of This System. Our Staff Adjusts the Temperature Based On Third & Company Standards.

### **Q: What Is the Sound Set Up at Third & Company?**

A: Third & Company Has Bluetooth Speakers in The Pavilion for The Host to Play Their Own Personalized Playlist. If There's No DJ or Preferred Playlist, The House Music Will Be Connected.

## Service Fees & Payment

### **Q: What Does The “Wedding Preparations” Fee Include at Third & Company?**

A: Third & Company’s Wedding Preparation Fee Is to Ensure That We Meet the Standards We’ve Set for Ourselves and The Expectations of Hosts & Guests. We Still Follow COVID-19 Cleaning Requirements Throughout the Property. This Fee Includes Tables, Chairs, Flatware, Glassware, Buffet Displays, Grounds Keeping, Housekeeping, Additional Staffing and Any Other Details Within Your Itinerary.

### **Q: Who Does the Staff at Third & Company Consist of?**

A: You Will Have an Assigned Planner Throughout This Process Who Will Also Act as The Day of Coordinator. Your Event Coordinator Is There to Ensure All Your Needs Are Met and to Everything On Schedule. You May Also Have A “Wedding Party Shadow” Who Will Be Taking Care of You the Day of. Our Staff Typically Operates On 15-25 Guests to 1 Event Staff Member Ratio. Our Team May Consist of Parking Attendant, Ushers/Greeters, Wedding Party Shadow, Event Coordinator, Bartenders and Servers. They Are Responsible for Efficiently Serving You and Your Guests While Keeping with Third & Company Standards Maintaining an Upbeat Attitude

### **Q: Is Gratuity Included in The Final Balance?**

A: Yes, There’s an Automatic 20% Gratuity on Food, Beverage & Additional Services Added into The Final Balance, 100% of it Goes Directly to Staff. You Can Tip Additional to Staff or Individuals Directly as You See Fit.

### **Q: When Is the Final Balance Due?**

A: After Making the Deposit, You May Make Incremental Payments. Typically, We See the Balance Being Paid on The Wednesday Meeting Prior to the Event. Any Outstanding Balances or Additional Fees Are Due the Day of the Event. To Be Eligible for The 8% Discount The Balance Must Be Paid in All Cash. Split Payments Will Not Be Eligible for The Discount.