

Hilary J. Boone Center

at the

University of Kentucky

510 Rose Street Lexington, KY 40506-0014

Phone: (859) 257-1133 Fax: (859) 257-3568

Wedding Event Rules & Regulations

The Hilary J. Boone Center is a private club for use by its membership.

You must be a member to contract for a Wedding Event.

- All food and beverages must be provided by the Hilary J. Boone Center with the exception of the wedding cake which may be provided by the Boone Center.
- All menus must be completed a minimum of thirty (30) days in advance of the event date.
- The Hilary J. Boone Center is a non-smoking facility. Smoking is prohibited in the building and on the grounds.
- All wedding receptions will have access to the reserved rooms four (4) hours prior to the contracted time of the event for flowers, cake, and entertainment set up. Special arrangements may be made for earlier access and may incur an additional labor charge.
- Evening events must be completed by 12:00 midnight or there will be an additional charge of \$500.00 for each hour past 12:00 midnight.
- Boone Center management must be informed of any special dietary needs for your guests.
- The use of birdseed, rice, sparklers, aerial favors, glitter, small stones, or confetti are prohibited.
- Bubbles may be used outside only.
- The Boone Center staff/management is not responsible for decorations, centerpieces, equipment or any items left after the event.
- Guests are not permitted to utilize areas not designated for the event.
- Any items not available at the Boone Center for use at wedding events may be rented for an additional charge.
- All bar/liquor service will be in compliance of local and state ABC laws.
- Any incidental damages to the property will be the responsibility of the contracting member.
- All wedding event decorations must be approved in advance by the Boone Center staff.
- A \$1,000 deposit is required to reserve a date for a wedding event and must be paid with the "Contract for Service."
- Final guarantee is due fourteen (14) days prior to the wedding date. Members will be billed the amount for the guaranteed number and any increase above the guarantee.
- An open bar can be provided by providing the Boone Center management a credit card number.

Member's Name

Boone Center Membership #

Member's Signature