

# DIY (Do It Yourself) 6-Hour Package

All checks made payable to: RJ Catering LLC

6722 Bridle Lane High Ridge, MO 63049

Email: [suzyd6722@att.net](mailto:suzyd6722@att.net) Phone: 636-677-7771

Manager: Suzy Davis Website: [www.stlouisbarnwedding.com](http://www.stlouisbarnwedding.com)

Year: \_\_\_\_\_ Reception Ends: \_\_\_\_\_ pm

Month/Date: \_\_\_\_\_

Day of Week: \_\_\_\_\_

## Wedding Timeline

OPTIONAL \$250.00 Upper House Start time: \_\_\_\_\_ (Up to 3 hours) [\$50.00 per additional half hour]

Example: Ceremony Begins: 4:00pm (No silk petals), Music Stops 10:00pm

Bride Walks Down Aisle: \_\_\_\_\_

Extra Time- Venue Only: (\$375 per .5 hr)

**Rehearsal Run through with Minister** [On rehearsal, venue may be shared] (Should last no longer than 30min)

Our Minister Thursday? \_\_\_\_\_ Start Time: \_\_\_\_\_ \*First booking, 1st choice on time rehearsal space (2-2.5 hrs)

Your Minister Wednesday? \_\_\_\_\_ Start Time: \_\_\_\_\_ \*Friday Brides can decorate Thurs night (excluding table linens)

Sat/Sun Brides have option to rehearse on day of ceremony before or after decorating \_\_\_\_\_

OPTIONAL: \$200 INSIDE BARN or DECK (circle one) Bonfire: \$50 \_\_\_\_\_

Bride's Name: \_\_\_\_\_ Email: \_\_\_\_\_ FB: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Cell: \_\_\_\_\_

Groom's Name: \_\_\_\_\_ Email: \_\_\_\_\_ Cell: \_\_\_\_\_

\*\*\*Bride MUST stay in touch with both DJ and Minister. We prefer you use our In-House DJ.\*\*\*

Our DJ? \_\_\_\_\_ (\$550 Chapel and 4-hr Reception) [midwestmusicstl@yahoo.com](mailto:midwestmusicstl@yahoo.com) 636-692-3105

Our Photobooth? \_\_\_\_\_ (\$450 for 3-hrs) [midwestmusicstl@yahoo.com](mailto:midwestmusicstl@yahoo.com) 636-692-3105

Our Minister? \_\_\_\_\_ (\$200 Chapel and Rehearsal) Adrian McLean [admaky@yahoo.com](mailto:admaky@yahoo.com) 636-575-3534

**Event Details** Approx # of guests: \_\_\_\_\_

Friday (\$3,500) Saturday (\$4,500) Sunday (\$2,500)

Amount (day): \_\_\_\_\_ + Taxed Options: \_\_\_\_\_ = \_\_\_\_\_ x .0735 = \_\_\_\_\_

(+) Labor Options: \_\_\_\_\_ + Security \$500 = \_\_\_\_\_

(-) Deductions: \_\_\_\_\_

**Grand Total:** \_\_\_\_\_

\*\*Deposit returned after walk through at 10am the following morning- Call Suzy 636-677-7771 or Randy 314-616-6769

**Terms:** No Interest: \$ \_\_\_\_\_ /month; starting: \_\_\_\_\_ **Regular payments must be made. Final payment due after RSVPs have been received.**

This will include 60' round tables that can seat 8-10 people and up to 250 chairs inside & 125 chairs in Chapel Area.

**ALL MONEY IS NON REFUNDABLE AND THIS DATE IS NOW YOURS, CONGRAUTLATIONS!**

**RJE AGREES TO SAVE THIS DATE FOR THE ABOVE EVENT.**

\*\*\*\*Your money will gladly be refunded if for some reason we just cannot have the event at the venue. There might be pictures taken by us to let other brides see how nice it is to have the a Wedding at RJE, or on our website, or similar uses to promote our venue.

A final walk through will occur at 10:30am. Be sure you have completed the clean-up checklist prior to our walk through with you. The remainder of your security can be refunded in same form it was given to us, cash or check. Don't forget to sign the wedding bench with a sharpie marker and fill out our "How Did We Do" survey. If at any time an issue would arise, I promise to allow RJE to resolve the issue to my satisfaction and I promise not to use any form of public media to discredit the management or venue.

*I/We agree to all the terms listed above.*

X \_\_\_\_\_ / \_\_\_\_\_ Date: \_\_\_\_\_