



Circa 1956

Thank you for considering or selecting The Town & Country Inn & Resort for one of the most important days in your life. We have learned that to serve a successful wedding a lot of planning is required and that most of this planning can be done well in advance. The objective of this document is to provide you with a layout of the information you may require planning your wedding successfully.

Our staff and the management of The Town & Country Inn & Resort are dedicated professionals that have the motivation and knowledge to make this very special day in your life a memorable and wonderful experience. We would be delighted to furnish references as well as letters from happy wedding couples and wedding guests. All of us at The Town & Country Inn & Resort hope you celebrate your special day with us.

Sincerely,

*The Labnon Family
Owners of the Inn*

~ Congratulations on your upcoming wedding ~

You must be so excited as you begin making plans for this very special event. The Town & Country Inn & Resort is an ideal setting for a traditional romantic wedding. Old world character, uniquely appointed rooms and built in romance abound.

Originally Built in the late 1800's, as a club house for the Androscoggin Valley Country Club, our parents Ralph "Navy" and Lucille, "Lupe" Labnon, had a vision to open up an Inn. In 1956 they saw the need for lodging rooms and a restaurant with entertainment for the people of the North Country! Originally named "The Country Club Inn", it had 7 guestrooms and 2 bathrooms, a Men's Room & Ladies Room. Over the years "Navy" added more rooms, an indoor pool, complete Health & Fitness Room and several function rooms to accommodate large groups. The T&C has become a well-known and highly respected Resort in the North Country and has hosted several memorable events over the years. Navy & Lupe's family as well as extended family members have been operating the Inn for over 65 years. The Main Inn has (7) Jr Suite Rooms, as well as (4) function rooms, Dining Room & Lounge. The Poolside Building has (105) Guestrooms, Indoor Pool, Sauna, Steam Room, Health & Fitness Room & Video Arcade for the Kids. The two outer buildings have 40 rooms. All Rooms have telephone, color cable Flatscreen TV, complimentary WIFI and central heat and air conditioning, mini fridges, coffee makers & microwaves. We offer 10 pet friendly rooms. Wedding Room rates will include a full breakfast for each occupant of the room.

Our Main Dining Room serves breakfast and dinner every day and can accommodate guests up to 180. Chef Michael Evans has created a special menu for your reception, with a New England Flair for you and your guests and is guaranteed to make your reception a most memorable event. Our weddings are tailored to the desires of the Bride and Groom, leaving all the important details in our experienced and capable hands. We would be delighted to work with you to customize the wedding of your dreams, picture perfect and worry free. Enclosed, you will find our inclusive wedding packages.

To reserve your wedding at The Town & Country Inn & Resort

Once you have studied the wedding packages and have had the opportunity to visit us you may decide to book your wedding at The Town & Country Inn & Resort. Please contact Kim Labnon, our Director of Sales for availability. If you are interested in a specific date, she will send you a contract with the requirements for your requested dated. If you agree to all the terms of the contract and have made firm arrangements for the ceremony location of your choice, return the signed contract and appropriate deposit.

Deposits

All deposits need to be paid by either credit card, personal check or bankers check. We require the following: For weddings from 50 to 230 guests \$2,500.00. Once we receive your deposit along with a signed contract, you will get a written confirmation of your deposit. The hotel will hold the function room space and a previously agreed upon number of hotel rooms for the date of your wedding. All deposits received are non-refundable and non-transferable.

The Meeting

Kim will be sending you a questionnaire for most of the details of your wedding. We hope that after receiving this document, we can create what's called the BEO's (Banquet Event Order Sheets). At that time, we will decide upon the menu; hors d'oeuvres prior to dinner, how many courses your dinner will be, which wines offered with your dinner and if the bar will be hosted or cash bar. Decisions such as the table set-ups will be made at any time, once you know how many guests will be attending. Upon conclusion of the questionnaire you will receive confirmation of the details reviewed, including a pre printed menu, an agenda, a diagram of the Function Room indicating the locations of wedding cake, hors d'oeuvre station, bars and dance floor, providing you with the number of tables and the number of seats per table and finally a full pro-forma invoice providing you with the estimated cost of your wedding. Once you can review all this information, you of course can change anything up to 30 days prior to the wedding.

Ceremony

Should you decide to hold your ceremony at The Town & Country Inn & Resort, our Front Lawn will be reserved. If you decide to host your ceremony offsite, that is fine, just let us know. Your Cocktail Reception will be held on our Front Lawn, weather permitting, and we will always provide a rain backup plan.

Food and Beverage Selections

We have created comprehensive packages for you to select. Once you decide on The Crystal Wedding, The Gold Wedding, Diamond or the Platinum Wedding your options are laid out for you. If you would like to make modifications to these packages, please discuss this possibility with Kim in our Sales Department. Our packages require a minimum of fifty people. If your numbers come in lower than fifty people, we will individually customize your package as an a la carte or we can offer a modified Crystal Wedding Package.

NH Rooms and Meals tax (9%) and a 15% Service Charge are included in each wedding package. If you wish to add a different amount of gratuity to your wedding package, please let us know (15% is the minimum amount accepted). There is also a 3% Event Management Fee already included in your wedding package (which by State law must be taxed 9%). Because the State of NH requires us to do so, we will have gratuity options on your contract for additional service charges upon your request.

Entertainment

In our Preferred Service List, you will find several entertainers and bands that we personally recommend. Some of our entertainers have performed in our Lounge. Do note, you may also bring in any of your own vendors.

For weddings being held inside the hotel, entertainment must stop by 11 p.m. however we offer entertainment in our Lounge every Friday & Saturday evening so the party can continue. We give last call at 12:00 AM and everyone must leave the public areas of the hotel by 12:30 AM. All New Hampshire State Liquor Laws are enforced.

Pre-payment

Once all the details of your wedding have been planned, you will receive a pro-forma invoice, indicating what we estimate the cost of your wedding to be. Sixty days prior to your wedding we require a 90% pre-payment (less your deposit already paid) of the anticipated cost. The balance will be due 14 days prior to your wedding date. If the estimated cost is more than the actual wedding and we owe you a balance, The Town & Country Inn & Resort will refund your overpayment within 48 hours after your function.

The person who signs the wedding contract is ultimately responsible financially for the event along with all contracted terms. We would be happy to divide the pro-forma into different events (e.g. Welcome reception, bridal luncheon, wedding reception and brunch). However, if any one event is going to be financed by different people / parties, it will be the responsibility of the wedding financier to collect money accordingly and be sure The Town & Country Inn & Resort receives it by agreed upon time.

Three estimated pro-formas will be issued by The Town & Country Inn & Resort. The first will be after the initial wedding meeting. The second will be presented at least two weeks before the 90% pre-payment is due. The third will be sent three weeks prior to your wedding. Final payment will need to be collected 14 days prior to the wedding by Credit Card, Bank Check or Bank Wire. Any balance due after the event is expected to be settled by you prior to your departure at the front desk of The Town & Country Inn & Resort.

Wedding Receptions Set Up and Capacity

The Town & Country Inn & Resort, Grand Shelburne Room has the capacity of 180 guests with ample dance floor, bar set-up, coffee and tea station and music band stage. Included in the \$1750.00 rental fee are chairs, dining tables, white tablecloths, white linens, complete table settings, function tables that are clothed and skirted in wedding white for your gift table, cake table, coffee and tea station and entertainment needs.

Guest Rooms

Many of our guestrooms have outdoor access as well as indoor. Our deluxe rooms feature a king bed, or 2 double beds and several queen rooms. Our rooms are very spacious and can accommodate a small family.

Once your deposit is received, The Town & Country Inn & Resort will block several guestrooms for you. The number of rooms blocked will be agreed upon at the earlier stage of your wedding planning. We require a release date of your room block 60 days prior to the wedding. After this date, all additional room requests are based upon availability.

In order for your guests to make their reservation in time, you should send out your invitations about three months prior to the wedding. The Town & Country Inn & Resort will provide you with a packaged wedding room rate and will include breakfast for two each morning, which include gratuities for both housekeeping and breakfast. The Town & Country Inn & Resort does not require a 2-night minimum. All wedding blocks will be under the Brides last name/Grooms last name, so both sides of the family can identify the wedding block.

Reservations for your guests

We encourage you to have as many of your guests as possible stay at the Inn, to eliminate transportation and driving problems. When your guests make a room reservation, they should indicate that they are participating in your wedding to obtain the wedding rate. They will be asked for a deposit which they can charge to a credit card or pay by check. The deposit would be equal to the first nights stay including the 9% NH rooms and meals tax. They will receive a written or emailed confirmation. At your request, we can mail, email or fax you a list of your guests that already have made reservations. Kim will send this along to you as requested.

Rehearsal Dinner / Welcome Reception

At The T&C, we specialize in destination wedding weekends. A wedding brings family and friends together, some for the first time. Couples who select the Inn for these events reap the benefits of a most relaxed and

pleasurable weekend. Guests have the opportunity to mingle with all of the other guests and relax in our serene settings. As guests begin to arrive in beautiful Shelburne, New Hampshire on Friday afternoon, they are welcomed by our friendly front desk staff. Often wedding guests enjoy sitting around the pool area, or in our newly renovated lounge and meet and greet family and friends as they arrive. Because our weddings are more than just a wedding reception, often the festivities will begin on Friday evening with a welcome reception. A welcome reception is a great opportunity to welcome guests in a fun, informal environment. As guests arrive, they can join the reception. A complete listing of our reception rehearsal and informal menu items will be sent along to you. Our Chef has prepared many casual Buffet & Food Stations for a more casual feel. Of course, if you prefer, a more formal sit-down rehearsal dinner, this can be done in place of the welcome reception. If you prefer a private room for this event, there will be No Space Rental.

Time Line

60 days prior to wedding day, your guests' room reservations should have been made. Room block will be released.

60 days prior to wedding day, 90% of pre-payment is due.

30 days prior to wedding day, the wine selection needs to be made.

30 days prior to wedding day, the menu selection needs to be made.

14 Days prior to your wedding day, your final payment will be due.

10 days prior to wedding day, guest counts are due. The table assignments (including the bride and groom table). The number provided will be used for billing purposes. Your count should include the vendors providing services.

10 days prior to the wedding you will have to provide a list of guests along with their appropriate table assignments to be used for our staff to help seat your guests and to make sure the appropriate number of guests per table.

5 days prior to your wedding, Final Counts are Due, if you need to add any guests after this date, we will need Chef's approval. We do require any other updates and changes so we can have all table settings appropriate for each table. All Updated info will be sent to you prior to your wedding.

Happy Planning!