



Hilary J. Boone Center
at the
University of Kentucky

Wedding Event Policies and Procedures

The Hilary J. Boone Center is a private club for use by its Membership. Only Boone Center members can contract for a Wedding Event.

- A \$1,800 Wedding Facility Fee applies for all Saturday wedding events and must be submitted along with the wedding event contract in order to reserve a date.*
- A \$900 Wedding Facility Fee is required to reserve a date for a Friday and/or Sunday wedding event and must be paid with the "Contract for Service."*
- All packages are priced per person and do not include 20% service charge and 6% KY sales tax. Prices are valid for 2016 only and are subject to change due to market conditions until final menu selections are made..*
- There is a \$350 ceremony set-up fee for all wedding ceremonies held at the Boone Center.*
- A 50% deposit of the estimated total charges for the wedding event must be paid 30 days prior to the wedding event date. The remaining balance must be paid 14 days prior to the wedding date. Any remaining unpaid balance and additional charges incurred the day of the wedding must be paid at the conclusion of the 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 or other vendors.*
- All menu selections must be completed a minimum of thirty (30) days in advance of the event date. Prices are subject to change due to market conditions until the time at which final menu selections have been submitted.*
- Final guarantee is due fourteen (14) days prior to the wedding date. Members will be charged the amount for the guaranteed number and any increase above the guarantee.*
- All bar/liquor service will be in compliance with University Policy as well as local and state ABC laws. Bar service shall end 30 minutes prior to scheduled conclusion of the event. Any continuous alcohol service over 4 hours is at the discretion of the manager on duty. All requests for alcohol shall be administered in accordance with Administrative Regulation 6:4 University Alcohol Policy <<http://www.uky.edu/regs/files/ar/ar6-4.pdf>.*
- An extended open bar may only added by providing the Boone Center management with a credit card number. Evening events must be completed by 12:00 midnight. An additional charge of \$500.00 will be applied to events going past midnight.*
- All guests and vendors must be out of the facility by 2:00 am.*
- Bands, DJ.'s and other forms of entertainment must vacate the premise within an hour of the end of the event.*
- 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.*
- Boone Center management must be informed of any special dietary needs for your guests.*
- All wedding event decorations must be approved 30 days in advance by the Boone Center staff.*
- Any items not available at the Boone Center for use at wedding events may be rented for an additional charge.*
- The Boone Center staff/management is not responsible for decorations, centerpieces, equipment or any items left, lost, or stolen before, during, or after the event.*
- Bubbles may be used outside only. The use of birdseed, rice, sparklers, aerial favors, glitter, small stones, or confetti is prohibited.*
- Guests are not permitted to utilize areas not designated for the use of the event.*
- Any incidental damages to the property will be the responsibility of the contracting member.*

Contracting Member's Printed Name, Signature, Date, and Boone Center Membership #

Revised March 2016

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