

# Reservation Policies

- ◇ 75 guest maximum
- ◇ 50% non-refundable deposit to hold the date
- ◇ Remaining balance due 28 days prior to event
- ◇ Monthly payments can be arranged for remaining balance
- ◇ Check or cash encouraged
- ◇ Credit cards are accepted with a 3% processing fee
- ◇ Entire property must be rented by wedding party or wedding guests to host a reception on-site
- ◇ Open catering
- ◇ No glitter, confetti or open flames
- ◇ \$500 refundable security deposit due 28 days prior to event
- ◇ Security deposit must be paid with a credit card
- ◇ Deposit is refunded as long as:
  - all payments are received according to contract
  - arrival and departure according to policy
  - there is no damage to the property
  - there is no excessive clean up required following the event
  - all policies are complied with
- ◇ All payments other than the security deposit are non-refundable



# Historic Elgin Hotel



*Intimate  
Weddings*  
in an intimate setting

## Saying "I Do" at the Elgin

Located just 50 miles northeast of Wichita, in the Flint Hills of Kansas, the Historic Elgin Hotel's fully renovated 1886 limestone facility provides a unique and memorable destination to enjoy the most important day of your life, your wedding! The elegant Victorian Ballroom and the Vintage Courtyard create an intimate setting to celebrate your union, while twelve uniquely appointed suites provide the perfect escape for the family and bridal party to relax and prepare for the event.

Learn more at  
[HistoricElginHotel.com/Weddings](http://HistoricElginHotel.com/Weddings)

## Weekend to Remember - \$6,500

- ◇ Maximum of 75 guests
- ◇ One guided tour
- ◇ Lock-it-in meeting two weeks prior to event
- ◇ Unlimited access to the facility by appointment
- ◇ Use of the Ballroom and Courtyard from Friday 3 p.m. through Sunday at noon
- ◇ Use of the bridal suite and the game lounge the day of the wedding
- ◇ Accommodations and breakfast for one night for up to 31 guests
- ◇ Tables and chairs for up to 75 people
- ◇ Set up of tables and chairs in the configuration of your choice
- ◇ Complimentary rental of banquet equipment
- ◇ Complimentary Wifi access
- ◇ Open catering

## Happily Ever After - \$10,500

- ◇ Maximum of 75 guests
- ◇ One guided tour
- ◇ Lock-it-in meeting two weeks prior to event
- ◇ Unlimited access to the facility by appointment
- ◇ Use of the Ballroom and Courtyard from Friday 3 p.m. through Sunday at noon
- ◇ Use of the bridal suite and the game lounge the day of the wedding
- ◇ Two nights accommodations with breakfast for up to 31 guests
- ◇ Tables and chairs for up to 75 people
- ◇ Set up of tables and chairs in the configuration of your choice
- ◇ Complimentary rental of banquet equipment
- ◇ Complimentary use of china, flatware and glassware for day of event
- ◇ Tablecloths
- ◇ Centerpieces
- ◇ Complimentary Wifi access
- ◇ Open catering
- ◇ Complimentary meat and cheese tray for the rehearsal
- ◇ Lunch for up to 31 people the day of event
- ◇ Water bottles for wedding guests
- ◇ Romance package in the honeymoon suite
- ◇ One night complimentary stay for the bride and groom on 1st anniversary

## The Perfect Day - \$3,500

- ◇ Maximum of 75 guests
- ◇ One guided tour
- ◇ Lock-it-in meeting two weeks prior to event
- ◇ Unlimited access to the facility by appointment
- ◇ Use of the Ballroom and Courtyard from Friday 3 p.m. through Sunday at noon
- ◇ Use of the bridal suite and the game lounge the day of the wedding
- ◇ Tables and chairs for up to 75 people
- ◇ Set up of tables and chairs in the configuration of your choice
- ◇ Complimentary rental of banquet equipment
- ◇ Complimentary Wifi access
- ◇ Open catering

## Ceremony Only Package - \$1,500

- ◇ Use of Ballroom or Courtyard for 4 hrs
- ◇ Use of the bridal suite and the game lounge the day of the wedding
- ◇ Tables and Chairs for up to 75 people
- ◇ Complimentary Wifi access

## Proposal Package - \$350

- ◇ Romantic private dinner in the Ballroom or Courtyard
- ◇ Champagne and a single rose
- ◇ Complimentary Wifi access