

# Mohawk Falls

*An Idyllic Event Venue*

*In Colebrook, NH*

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Located at 1478 Route 26, Colebrook, NH 03576

Mailing Address: Mohawk Falls, PO Box 145, Colebrook, NH 03576

events@mohawkfalls.com ♦ 603-237-1898 ♦ www.mohawkfalls.com

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## *Platinum Rental Package ~ \$5000*

- ❖ All inclusive!
- ❖ Use of venue for Friday, Saturday or Sunday wedding, with half day before to set up and half day after to break down. Outdoor ceremony spaces & indoor reception space in pavilion.
- ❖ Access to rustic decorations for table décor (enough for 25 tables). Items include burlap table runners, mason jars, log cross-section bases, LED tea lights, signs, sap buckets, silk flowers, etc.
- ❖ Minimum of 100 guests required. Bar must be open for alcohol sales. You can help determine your custom bar menu!
- ❖ Includes use of up to 25 (five-foot) round tables that seat eight people, 6 (six-foot) rectangular tables and 200 folding chairs.
- ❖ House sound system available for use for announcements or to play music on device.
- ❖ Features (optional) campfire & s'mores for wedding night, 8 a.m. – 11 p.m., managed by venue staff.
- ❖ Wooden arch framing waterfall available for ceremonies or photo opportunities.
- ❖ Additional staff included: two people for 3 hours of help with set up and 3 hours of help with break down.

## *Silver Rental Package ~ \$2500*

- ❖ Use of venue for weekday wedding or event on Monday, Tuesday, Wednesday or Thursday. Includes half day before to set up and half day after to break down.
- ❖ Outdoor spaces available for ceremony or general use, and indoor reception/function space in pavilion.
- ❖ Minimum of 75 guests required. Bar must be open for alcohol sales. Standard bar menu.
- ❖ Includes use of up to 25 (five-foot) round tables that seat eight people, 6 (six-foot) rectangular tables and 200 folding chairs.
  - + \$90 for use of House sound system

## *Gold Rental Package ~ \$600*

- ❖ One-day venue use only, subject to availability. Includes use of pavilion and surrounding grounds. **Not available for weddings, sorry.**
- ❖ Available to local non-profits, schools or individuals for private functions such as proms, reunions, birthday celebrations, annual meetings or other parties.
- ❖ Minimum of 50 guests required. Bar must be open for alcohol sales, (with school events being the exception). Standard bar menu.
- ❖ Includes use of up to 25 (five-foot) round tables that seat eight people, 6 (six-foot) rectangular tables and 200 folding chairs.

## Venue Features:

- ❖ Available mid-May to mid-October.
- ❖ 40' x 80' Post and Beam Pavilion for functions, with sides and/or screens available. Able to accommodate up to 200 guests. Heated, as needed.
- ❖ Ceremony sites—pond-side gazebo beneath evergreens with crushed rock walkway or lush green lawn with Mohawk Falls and covered bridge in the background. (Open to other uses, as well.)
- ❖ Festive lighting in pavilion and gazebo
- ❖ Full on-site bar for guests to purchase drinks from. Bartender included.
- ❖ Parking area with parking directors included.
- ❖ Walking trails and manicured lawns & gardens.
- ❖ Trash & recycling cans & disposal
- ❖ Portable toilets until indoor restrooms are built (aiming for Spring of 2018).

## Décor:

- ❖ Must be returned in same condition as received or client will be responsible for replacement of item or payment of value. Festive string lights are wrapped around the posts in the pavilion and globe string lights are strung on the gazebo.

25 Light tan burlap table runners



25 Clear quart size mason jars with rims & lids



36 Rechargeable soft white tea lights



25 Wooden centerpiece slabs (Approx. 12" wide.)



## Answers to Frequently Asked Questions:

- ❖ Property tours are available upon request, and are scheduled on Sunday afternoons. The venue is only open for public & private events, not daily.
- ❖ Unfortunately, no camping or lodging is available/allowed on the property at this time. Several options for accommodations are nearby for your convenience, see VENDORS at [www.mohawkfalls.com](http://www.mohawkfalls.com).
- ❖ We do not have a space for a wedding party to get dressed at this time, so we recommend you do so at your lodging location and arrange transportation to the venue. See our website for options.
- ❖ Vendors are available for clients to book for services such as catering, linen rentals, tableware rentals, etc. See [www.mohawkfalls.com](http://www.mohawkfalls.com) for a comprehensive list. We do not offer on-site catering currently, as we do not have a kitchen available.

## General Policies:

- ❖ Quiet hours start at 11:00 p.m., as per order of the town planning board. Any client/guests that do not abide by these times are subject to a \$300 excessive noise fee. We must respect our neighbors who enjoy the peace and quiet of the North Country.
- ❖ No swimming, boating or dogs are allowed at Mohawk Falls, as per insurance company mandates. We make an exception to allow dogs who belong to the bride and groom to be in the ceremony only. They must be on a leash and cleaned up after, and then depart after the ceremony.
- ❖ Guests are welcome to walk the woodland trails during daylight hours.
- ❖ The covered bridge, and the stairs leading to it, are accessible for wedding party photos only, to be taken by contracted photographer.
- ❖ No open flames are allowed in the pavilion, per insurance requirements. There are great options available for battery operated candles that look very real and are a safer alternative.
- ❖ Smoking is allowed on the property at designated locations only. Guests are asked to kindly dispose of cigarettes in the receptacles provided.
- ❖ Your privacy is taken very seriously. Mohawk Falls will not share your event details with others unless we ask for permission to do so. Payment information is kept secure and never shared.
- ❖ Following your event, an assessment of any damages at the venue will be made. You will be responsible for any damages and billed within one week.

## Food & Drink Policies: **Safety is our primary concern and responsibility when serving alcohol.**

- ❖ A licensed and insured caterer must be hired to handle all food service, including bussing of tables, rinsing of dishes, etc. It is the client's responsibility to request that the caterer familiarizes themselves with the venue prior to the event to ensure they understand and are comfortable with the facility.
- ❖ All food must be removed from reception area by the end of the event.
- ❖ "Potluck" meals will be allowed for clients who choose the Gold Rental Package only.
- ❖ An on-site bar is available for guests to purchase drinks from. Mohawk Falls provides all alcohol for functions at the venue. No outside alcohol (BYOB) may be brought in to the premises, and no other alcohol service may be contracted.
- ❖ Picture ID's will be checked for anyone who looks under the age of 30 and for others as needed. We will not tolerate adults providing alcohol to underage people.
- ❖ All alcohol must be consumed within the Mohawk Falls pavilion and will not be allowed outside of the pavilion. Any unfinished alcohol in opened bottles may not be removed from the premises. (We are working on getting some surrounding outside areas licensed, stay tuned.)
- ❖ No beverages are allowed on the dance floor, stage or restrooms.
- ❖ Entertainers, employees, caterers and any additional vendors who are working at the event are prohibited by state law from consuming alcohol while working
- ❖ We will not serve anyone who is intoxicated or serve anyone to that point. If a guest has been discontinued service of alcohol, we will assist them in finding a safe way home.

*Policies subject to change.*

## Alcohol Options:

- ❖ As described in the bar menu, we offer beer, wine, cocktails and non-alcoholic cold bottled beverages. Beer is served in glass bottles. Wine and cocktails are poured into high grade disposable clear plastic cups. If you desire hot beverages such as coffee or tea, or water service to fill glasses at tables, please contact your caterer to provide these services.
- ❖ Individual guests may purchase drinks as they wish with cash (or credit cards). Prices on the menu include a 9% New Hampshire State Meals and Rooms tax. The bar set up and bartender is included with rental of the venue. Cocktail waitresses are not generally utilized, but if the client desires this service, up to two will be provided.
- ❖ If you would like to cover one or two drinks per guest, you may purchase drink tokens in advance, redeemable for any beverage on the menu. The cost is \$5 per chip, tax included, plus 20% gratuity. A maximum of 400 chips may be purchased per function. Any paid drinks must be purchased 2 weeks prior to the event date. Chips will be available at the start of your venue rental time. Please do not write on chips or apply any adhesive, as they are reused for other functions.
- ❖ Our version of “Open Bar” is as follows: The host/client pays for each drink served either for the entire function or just cocktail hour. A credit card number is required two weeks prior to the event. The amount due is shared with the client at the end of the event, at which time the client must pay the full amount due, either with the card on file, with cash, or a combination of both.
- ❖ We are happy to pour a toast for your guests! You may choose any beverage on the menu for this option, but it must be the same beverage for all. An approximate 5 oz. pour will be served in appropriate high grade disposable plastic cups and/or flutes. We will deliver these toasts to your guests at a time you specify. The cost is \$4 per drink, tax included, plus 20% gratuity. Please contact us with your desired beverage, number of drinks, time to serve and payment at least two weeks prior to your event date. Custom beverages that are not on the menu are subject to a higher cost per drink.
- ❖ We are able to offer up to two ½ kegs of beer per function. Each ½ keg can serve about 165 (12 oz.) beers. Cost is dependent on the type and amount of beer selected. We provide high grade disposable clear cups for serving the draft beer, or you may provide the bar with custom cups/mugs to use. (These cups should be refillable, requiring no washing.) Please contact us with your desired beer request for us to prepare a custom quote for your event. Full payment for complimentary guest drinks must be received 2 weeks prior to your event.

## Payment Terms:

- ❖ **Deposit:** A \$750 non-refundable deposit is due at the time of booking, with the remaining balance due 14 days prior to the event. Deposit and signed contract are required to secure your date. Gold Rental Package clients must pay the entire fee at time of booking.
- ❖ **Forms of acceptable payment:** We accept cash, check and all major credit cards (Visa, MasterCard, Discover & American Express).