

How to Book Hacienda Intimate Elopement Wedding Ceremony...

Event Package Booking Information and Terms

- Check Date Availability and Book On-line at www.hdasantafe.com or contact the Hacienda office at 505-424-8995.
- A deposit of 25% of your Event and Lodging total is required to hold and confirm your date.
All deposits are non-transferable and non-refundable unless otherwise specified at time of contract.
- 50% Deposit Due 90 days after booking your event
- Remaining balance due in full due in full no less than 14 Days prior to your event date.
- Refundable Security Deposit due in full due no less than 14 Days prior to your event date.
- All deposits are fully credited to final balance.

Banquet Rentals and Service *(applicable only with Full Lodging Buy-out)*

- *Banquet Equipment for up to 30 guests. tables, chairs, dinnerware, stemware, etc.
Rental agreement and payment are required to secure your equipment order.*

Kitchen Use and Terms *(applicable only with Full Lodging Buy-out)*

- *Use of Dining area and patio tables, no charge. Use of lodging dinnerware for up to 18 guests, no charge.*
- *Request for Kitchen Use must be made no later than 14 days before your event.*

2011 Intimate Wedding Ceremony Package Pricing

Intimate Ceremony, Elopement Package Non-exclusive use of Courtyard, garden, etc for up to 12 attendees Includes Ceremony Site, Officiant, Wedding Cake, Sparkling Toast Add additional guests... up to total 30 guests	year round \$795.00 Sunset Weddings 5:00 until 7:00 (May thru Oct Monday–Thursday Only) Additional \$24.00 per guest after first 10
Lodging, nine guest rooms Full Lodging Buy-Out required , use of all furnished guestrooms Based on double occupancy Includes Continental Breakfast Buffet, Linens	\$1600.00 per night, two night minimum Fri/Sat
Kitchen Use, professional caterer and staff	pre-approved \$250.00 non-approved caterer \$400.00
Hacienda Event Facilitation HDA Facilitator or outside Wedding Planner required for groups of more than 30	\$800.00
Kitchen Use, non-professional Kitchen Use Agreement and Waiver must be signed by client	Access to kitchen and equipment \$400.00 cleaning and oversight fee \$200.00 Kitchen damage deposit \$1000.00
Banquet Supplies and Equipment Rentals See Banquet Rentals Order for details	Full Banquet Equipment rentals, per guest \$19.50

Hacienda Event Use Damage Deposit Due 14 Days prior to event date by Credit card authorization of \$1000.00.
Deposit against damages to facility or furnishings. See "Event Guidelines" for further explanation or contact the Hacienda Office directly.

Event Insurance and Liability Unless waived in writing by the Hacienda, proof of insurance is required at time of booking and no later than 7 (seven) days before initial move-in with a minimum liability limit of \$1,000,000.00.
This is a very easy and inexpensive one day policy or rider to your existing insurance. Ask the Hacienda office for clarification.

Your guest count and payment in full are required 14 days prior to the event. Per person items will be charged /credited at that time.
Guest count reductions after this time will not be credited. Additions may be possible, contact the office.

Additional services will be invoiced as requested and payment, per schedule above, will be due at that time.

We are happy to answer all of your questions. Call 505-424-8995 or Email weddings@hdasantafe.com for more information!



Intimate Wedding Ceremonies

Frequently Asked Questions

How much time will we have for our wedding?

Your wedding package allows you two full hours to celebrate your wedding at the Hacienda. You and your guests should arrive about 30 minutes before ceremony start. That gives everyone time to settle in and get comfortable, perhaps take a few pre-ceremony photos. Brides need time to get gorgeous!

Will we have a room to change into our wedding clothes?

We offer one Hacienda Guest room for use as a dressing room for the duration of your package.

What will happen on the day of our Intimate Wedding? Upon arrival, Brides are shown to a their dressing room to prepare for the ceremony. Your Officiant will be there to greet you. Guests are welcome to enjoy the Hacienda's seating areas and take their seats for the wedding. Public restrooms are on both upper and lower level for guests. Immediately after the wedding ceremony you will enjoy a champagne toast, cake cutting and our spectacular venue. Don't forget to sign the Marriage License!

Where will the ceremony take place? You can choose between an indoor ceremony (chapel or fountain) or outdoor ceremony (upper patio, courtyard, rose garden). You can let us know in advance or when you arrive.

Can we offer our guests light refreshments? Yes, you can! You are welcome to bring along platters, chips and salsas, whatever you like. Pretty paper plates and napkins are recommended. We can provide ice water, ice tea and lemonade. If you wish to serve any other beverage please check with us

Who is in charge of ceremony and reception details on our wedding day?

Your Celebrant will organize ceremony participants and answer guest questions. You or your guests may serve the cake and any other refreshments.



Who will handle clean up, etc.? Hacienda staff will set-up your complimentary cake, champagne and flutes and your ceremony site chairs. They will clear all away after your event.

What planning assistance will we get from the Hacienda? We can provide you with a list of endorsed vendors. We accept neither commission nor payment from any vendor on our list. You are encouraged to keep the Hacienda office informed of your vendor scheduling (photographer, etc). We will provide you with a copy of your ceremony, you can add personally written vows if you like.

How do we book Hacienda Lodgings? Individual Hacienda Lodgings are available from January through May 15, 2011. Contact the office or book on-line, be sure to check for special rates! From May 16 ~ October 31, 2011 only "Full Buy-out Lodgings" are available as the Hacienda is primarily an event venue catering to groups and retreats during that season.

Can we extend our event by an hour or two? Sorry, these packages are limited to two hours and times listed. You might consider a Half Day or Full Day Hacienda Event package.

How many Wedding guests can we invite? Although you may invite up to 30 guests your standard Intimate Ceremony Elopement package rate only includes up to 8 guests. As we are including cake, toasts, etc., you will be charged an additional per person fee of \$24.00 plus tax from 11 to 30 guests.