
HEART EVENTS BY EDÈM

Services & Pricing Guide



Heart Events By EDÈM



Events Sales Team

Office: 636.493.1223
hs.hearteventsbyedem@gmail.com

Tours & Meetings are
by appointment only.

Events Operations Team

For questions on booked events,
details or payments
Office: 636.493.1223
Cell: 636.626.4556
After Hours:
314.494.3426 or 314.601.2183
hs.hearteventsbyedem@gmail.com

Our Venues

HEART EVENTS BY EDÈM



Old Stone Chapel

This gorgeous chapel in the heart of historic St. Charles, Missouri is a premiere ceremony space that comfortably seats up to 160 of your closest family and friends. With its original stone walls and vaulted ceiling, you get the perfect amount of romanticism and sacred appeal.



Old Stone Chapel Ballroom

Located just above Old Stone Chapel ceremony space. This breathtaking ballroom and event space seats up to 185 guests and is sure to wow them with modern mahogany wood chiavari chairs and beautiful views of the courtyard by way of the balcony just steps away from the dance floor.



Le Belle Coeur Ballroom

This coveted and well sought-after reception and event space is also located in the heart of historic St. Charles, Missouri. With its glamorously chic chandeliers, vaulted barnyard ceiling, champagne chiavari chairs and grand entrance it is sure to check off all the boxes on your “must haves” list. This space comfortably seats up to 210 guests.

Our Services

HEART EVENTS BY EDÈM

In House Catering

In house catering is included with every event. Whether a wedding reception, birthday party or retirement celebration, our exquisite catering menus have something for everyone!

Event Coordinating

If you have a scrapbook full of wonderful ideas but no idea how to execute or bring them all together, hire one of our experienced and knowledgeable event coordinators to help make your vision become more than you could have ever imagined!

DJ, Lighting & Sound

Although our clients are more than welcome to outsource their DJ services for their event, we do offer our in-house DJ, lighting and sound services. A DJ can make or break an event be sure to have a great one!

Decor

Of course, our clients are welcome to outsource or bring in their own decor! However, by hiring our design team you will ensure a worry-free day knowing that your vision will be executed to perfection without you, your family or friends lifting a finger!

Pricing & Packages

HEART EVENTS BY EDÈM



MICRO Wedding \$5200

- Available **Fridays and Sundays ONLY.** (Saturdays available during the months of January - March)
- Up to 50 guests.
- May increase up to 80 guests at \$55.00 per person.
- Includes one hour ceremony.
- 4-hour reception w/ Platinum Buffet.
- 4-hour open bar w/ house liquors.
- White linen tablecloths & napkins.
- Luxury Chiavari Chairs

\$1500 Deposit Required



Ceremony & Reception Rental

Old Stone Ballroom

OR

Le Belle Coeur
Ballroom:

Fri./Sun.- \$2000
Sat. - \$2500

Ceremony: \$1200

- Is in **ADDITION** to your per person charge for catering. (See page 5)
- Includes reception tables & chairs.
- White linen tablecloths & white linen napkins.
- Required to use our In-House bar & Catering Services.
- Required to use our In-House Day of Event Coordinator (\$350).

Fri./Sun- \$1500 Deposit
Sat.- \$3000 Deposit



Party or Celebration Rental

Old Stone Ballroom

OR

Le Belle Coeur
Ballroom:

Fri./Sun.-\$38.95 PP
Sat. - \$42.95 PP

- Includes 4-hour rental of the space.
- Event Tables & Chairs.
- White linen tablecloths & white linen napkins.
- The Platinum Buffet or 4 heavy appetizer options.
- 4- hour open bar w/ house liquors.
- 3- hour access prior to event for setup and decor.

\$1500 Deposit Required

www.heartevenstl.com

(STANDARD TABLE SETTING W/NO CHARGE IS 10 PEOPLE PER TABLE. THERE IS \$150 FLAT RATE FOR DIFFERENT SET-UP.)

Pricing & Packages Cont.

HEART EVENTS BY EDÈM



Bridal House Rental \$500

- Includes a beautiful get ready suite for the bride and the bride squad!
- Ready to use hair & make up suite w/ massage table and spa shower.
- Grooms' suite available for use on lower level.
- Complimentary Bottle of Champagne upon arrival.
- Access from 6am the morning of to midnight.
- Tours available by request.

\$200 Deposit Required



Ceremony ONLY Space Rental

Old Stone Chapel:
\$1600

Old Stone Chapel
Ballroom w/ Ceremony
Style Seating:

Fri./Sun.- \$2000
Sat. - \$2500

Le Belle Coeur
Ballroom w/
Ceremony Style

Seating:
Fri./Sun.- \$2000
Sat. - \$2500

**1/2 Payment Deposit
Required**



Reception ONLY Space Rental

Old Stone Ballroom:
Fri./Sun.- \$2000
Sat. - \$2500

Le Belle Coeur
Ballroom:
Fri./Sun.- \$2000
Sat. - \$2500

**1/2 Payment Deposit
Required**

Catering Menus

All menus are served Buffet Style with Uniformed Servers for your event!
All menus come with your choice of a salad from the options listed below:

House Salad, Caesar Salad, Mommy's Summer Salad (additional \$2.50pp), Deluxe House Salad (additional \$2.50pp)

HEART EVENTS BY EDÈM

PLATINUM BUFFET

Saturday Price - \$48.95pp --- Friday/Sunday Price - \$45.95pp 4 Hour Open Bar w/ House Liquor Included.

Entrée (Select ONE):

- BBQ Smoked Brisket
- Chicken Marsala
- Three Pepper Pork
- Baked Ham in Pineapple Glaze
- Roasted Turkey Breast
- Chicken Chardonnay
- Beef Filet (Additional \$5.00)

Side Items (Select TWO):

- Fettucine Alfredo
- Parmesan Potatoes
- Green Beans w/ Sweet Bacon Glaze
- Broccoli in Butter Sauce
- Slow Roasted Green Beans
- Garlic Smashed Potatoes

GOURMET BUFFET

Saturday Price - \$52.95pp --- Friday/Sunday Price - \$48.95pp 4 Hour Open Bar w/ House Liquor Included

Entrée (Select TWO):

- Beef Medallions
- Stuffed Chicken Chardonnay
- Pork Tenderloin w/ Peppercorn Cream Sauce
- Glazed Salmon
- Chicken Parmesan
- Herb Crusted Chicken w/ Maple Glaze Drizzle

Side Items (Select THREE):

- Mommy's Mac & Cheese
- Amaretto Carrots
- Green Beans w/ Sweet Bacon Glaze
- Broccoli in Butter Sauce
- Roasted Sweet Potatoes
- Balsamic Brussel Sprouts
- Garlic Smashed Potatoes
- Red Potatoes w/ Cheese & Bacon

SOUTHERN BUFFET

Saturday Price - \$52.95pp --- Friday/Sunday Price - \$48.95pp 4 Hour Open Bar w/ House Liquor Included

Entrée (Select TWO):

- Smoked Brisket w/ homemade glaze
- Smoked Chicken Wings
- Smoked Turkey Ribs
- Smothered Tilapia
- Smothered Chicken
- Herb Roasted Chicken
- Mom & Pops Crispy Fried Chicken
- Mom & Pops Crispy Fried Fish (also available baked)

Entrée (Select TWO):

- Candied Yams
- Mommy's Mac & Cheese
- Fettucine Alfredo Pasta
- Cajun Alfredo Pasta
- Smoked Green Beans
- Honey Glazed Brussel Sprouts
- Brown Sugar Honey Cornbread (Included and does not count in your two side selections.)

www.hearteventsstl.com

All per. person charges will have 22% Gratuity and taxes added.

Appetizer Options

HEART EVENTS BY EDÈM

Choose 2 for \$5.00 per person

Hot Appetizers:

- Bacon & Brown Sugar Glazed Lil' Smokies
- Chicken Tenders
- Chicken Skewers (Plain or BBQ)
- Crab Rangoon w/Sweet & Sour Sauce
- Meatballs (BBQ or Swedish)
- Mini Seasoned Corn on the Cob
- Nachos & Cheese (Option of adding Rotel)
- Roasted Potatoes w/ Homemade Ranch Dipping Sauce
- Smoked Wings (Plain, BBQ or Sweet & Spicy additional \$2.00 per person)
- Toasted Ravioli w/ Marinara Sauce

Cold Appetizers:

- Spiral Sandwiches (Turkey or Ham & Cheese)
- Dollar Sandwiches (Turkey or Ham & Cheese)
- Olive & Pickle Tray
- Cheese & Crackers Tray
- Fruit & Cheese Tray

Charcuterie board: \$375.00

- Feeds up to 125 + people
- Will be replenished Twice during your cocktail/Appetizer hour.

ADDITIONAL MENU OPTIONS

Kids Meals available at no additional cost

- Chicken fingers or Nuggets w/ Fries
- Cheese Pizza

Vegan/Vegetarian Meals available at no additional cost

- Stuffed Peppers
- Eggplant Parmesan
- Vegetable Stir Fry w/ Rice
- Dishes can be prepared gluten free upon request

www.hearteventsstl.com

All per. person charges will have 22% Gratuity and taxes added.

Beverage Packages

All Catering Menus include a 4-Hour open bar w/ house liquors

HEART EVENTS BY EDÈM

HOUSE LIQOURS

- Amaretto, Gin, Rum, Scotch, Tequila, Vodka, Whiskey
- Beer on Tap – Bud Light/Budweiser Select
(if wanting a different beer on tap a cost of \$150 will be included)
- Bottled Beer - additional \$3.00 per person
- Wine- Cabernet, Chardonnay, White Zinfandel & Moscato
- Juice- Cranberry, Orange Juice & Pineapple Juice
- Mixers – Grenadine, Lemon Juice, Lime Juice, Peach Schnapps, Simple Syrup
Sweet & Sour & Triple Sec
- Sodas – Coke, Diet Coke, Sprite, Lemonade & Gingerale
- Coffee & Tea
- **Champagne toast included for Bride/Groom & Bridal Party.**

PREMIUM/TOP SHELF UPGRADE PRICING

- 50-75 people - \$400
- 75-150 people - \$650
- 150 people & up - \$750
- **An additional Bartender is required for 150 guests or more at a flat rate of \$150.00.**

www.hearteventsstl.com

All per. person charges will have 22% Gratuity and taxes added.

Upgrades & Add-Ons

HEART EVENTS BY EDÈM

Extra Entrée: \$3.00 pp (beef medallions \$5.00 pp)
 Extra Side: \$1.50 pp
 China Plateware (Dinner & Salad Plates): \$10.00 pp
 China & Bar Glasses: \$15.00 pp
 Bar Glasses: \$8.00 pp
 \$75.00 Cake Cutting Fee
 Cocktail Hour - \$4.00 pp for one hour - \$2.00 pp for ½ hour
 Outside Cocktail Hour - \$250.00 + price per person
 (Beer, Wine & Soda Only)

Uplighting - \$35 per light (up to 4 hours)
 Projector & AV Support -\$150
 GOBO - \$125 (Available at Old Stone)
 Lavalier or Handheld Mic -\$75
 Additional access time to venue - \$25 per hour (when able)
 Outdoor Ceremony - \$250.00

Décor Add-ons

Table Runner - \$2.00 per table
 Chargers - \$2.00 per charger (provided by venue)
 Chargers - \$1.00 per person (provided by client)
 China Plates - \$1.00 per person (provided by client)
 Flameless Votives/Candles or tea lights - \$25.00 flat rate
 Colored Tablecloths - \$10-\$15 per table depending on color and length.
 Centerpieces/Vases - \$pricing varies

www.hearteventsstl.com

All per. person charges will have 22% Gratuity and taxes added.

Frequently Asked Questions

9

HEART EVENTS BY EDÈM

1) How long is the venue rental?

The rental time varies depending on your needs and schedule
Ceremony times listed below:

Ceremony “Block Times” are as follows:

Early Block – 12p.m.- 3p.m. with ceremony beginning between 12:30-2:00 p.m.
(completely vacated by 3)

Late Block – 4:00 pm-6:30 p.m. with ceremony beginning between 4:30-6:00 p.m.

Your block of time is inclusive of all: set-up for ceremony, breakdown and pictures. Due to this, we have listed the above recommended start and end times.

(All pictures and décor, set-up/breakdown, must be completed and/or removed within your allotted time to avoid an extra charge of \$25 per ½ hour).

2) How many guests can your venue hold?

The Old Stone Chapel can hold up to 160 guests for a ceremony. The courtyard is also available for a ceremony and can hold up to 200 guests. Old Stone can hold up to 185 guests with reception style seating.

Le Belle Coeur is across the cobblestone street and can hold up to 210 guests. Also available is a mezzanine which can hold an additional 25 guests.

a. A small courtyard is also included at LeBelle Coeur, as well as tables, chairs, dance floor and bar area.

3) What is required to hold the venue?

a. \$3,000 deposit secures your date/Micro package deposit \$1500. An additional deposit of \$2,000 is due 4 months prior to your date, or \$1500 for a micro package. There is a \$100 non-refundable damages fee

b. Final Balance is due no later than 10 days prior to your wedding rehearsal or event.

4) How close are you to Hotels and Entertainment?

Anyone familiar with St. Charles will tell you, that there is no shortage of entertainment in the area. Next door to our venues is a beautiful Country Inn and Suites. With several bars & restaurants within walking distance. Many of our clients utilize Ameristar or Hampton Inn & Suites as well.

www.hearteventsstl.com

All per. person charges will have 22% Gratuity and taxes added.

Frequently Asked Questions Cont.

10

HEART EVENTS BY EDÈM

5) Our newest Bridal House:

Located about a 2-minute drive time from our venue. It is available for a Daily Rental Fee of \$500. One can enter as early as 6 am on the day of their wedding or event and it does not have to be vacated until midnight. Our house is 2-stories and offers a fully furnished living room and commercial kitchen. The upstairs has 2 rooms, one that can be used for dressing etc., and the other room for a relaxing massage, hair and make-up. Both rooms are equipped with beautiful spa like bathrooms. The basement is also fully finished and has its own entrance, therefore allowing for the Bride & Groom to remain separate if desired. This space is also available for smaller parties such as, engagement parties, bridal showers, baby showers and so much more

6) Do I need a wedding planner?

a. Yes, we require you to use our wedding planner. Our planner will help guide you through the day of your rehearsal when appropriate and will be with you the entire day of your wedding and reception. Your planner can help coordinate between all your vendors and reception details to make sure everything happens just the way you want. The additional mandatory cost for our wedding planner is \$350 (\$250 for a Micro Package Wedding Planner) and will be included in your overall price. This applies to standard and micro packages. If you still choose to hire an outside planner, we will happily work with them at the rehearsal and the day of and per request prior to.

7) Do you provide catering for our wedding?

Yes, we have our own in-house catering service. This cost is a per person price that is also inclusive of your bar package.

8) Do you provide beverage service?

Yes, we have several drink packages that include a 3-4 hour open bar depending on the type of event. An extra hour can be purchased for \$4.00 per person per hour.

9) What is included in the open bar?

Bud Lite - Bud Select draft beer; Chardonnay - White Zinfandel and Cabernet wine; Whiskey, Scotch, Gin, Rum, Vodka, Amaretto, Tequila, Peach Schnapps, Amaretto; Coke products - cranberry juice, orange juice, sweet n sour, pineapple juice, coffee and tea.
(Rail liquor included in packages. See Premium Upgrade prices if desired)

10) What tables and chairs are included in your package?

Our packages include chairs and tables for up to 210 guests. These tables are 72 inches and the chairs that are included are Chiavari Chairs - Silver for Le Belle Coeur and Mahogany at Old Stone Chapel.

11) Who does the setup/clean-up?

Heart Events will clean up at the end of the evening. You will be required to take everything with you that is yours. Heart Events will also set your room in approximate configuration for your decorators to finish the job!

CANCELLATION POLICY

Cancellations/Changes for Dates:

Requests to change the date of an event are considered the same as a cancellation, however this is decided on a case-by-case basis. Any cancellations with a return of full deposit must be made within 72 hours of signing contract and payment.

We understand that it is sometimes necessary to cancel an event. To be valid, a cancellation must be made in writing 91 days in advance of the contracted date, with receipt of cancellation request confirmed by Heart Events. We cannot refund any advanced payment for a canceled reservation, unless the same date is re-booked for another event of similar cost. If the date is not booked for your event date, you will forfeit the non-refundable deposit. If a cancellation is successfully re-booked, all the deposit and damages fee will be refunded minus a \$150 cancellation fee.

For cancellations received less than 90 days in advance, there will be no refunds of any payments made except for the \$100 damage deposit.

TERMS AND CONDITIONS

General:

The City of St. Charles exercises a Hold Harmless Policy during all facility uses and rentals. This releases the City of claims that may arise out of accident or injury when using facilities within St. Charles city limits.

Client is responsible for the conduct of their guests and will be held responsible for any missing or damaged property, beyond the \$100 damage deposit paid.

There is no smoking of any product or use of a vapor product inside of the building or structure. There are designated areas outside of the building that may be used for such.

Client is responsible for informing all service providers/outside vendors of terms and conditions of this agreement, including rental times. The client is also responsible for assuring the compliance of involved vendors.

The venue is not responsible for any damage or loss of personal property or articles left prior to, during or after your event.

Tax exempt companies must present a valid letter of exemption at the time of booking.

Payments must be made with an organizational check or credit card to be granted tax exempt status.

Venue is responsible for complying with fire codes; including but not limited to blocking of emergency exits, use of extension cords and number of guests.

The venue reserves the right to have the volume of any sound system, including DJ's and bands, lowered or eliminated if complaints are brought about.

The venue strictly adheres to all laws and regulations pertaining to service and sale of alcoholic beverages. We also reserve the right to ID attendees and refuse service of alcohol at management's discretion. We do ask your cooperation in adhering and enforcing said policies.

There is to be no alcohol brought into the venue or served by any attendee, unless previously approved by management.

TERMS AND CONDITIONS CONTINUED

Set/Up/Clean-Up:

The facility is available during the times that are stated in the agreement. Be sure to schedule enough time for set-up and clean-up to avoid additional charges of \$25 per 30 minutes.

Furniture will be set-up by Venue staff, along with any rented décor items. Re-arrangement after the initial agreed upon arrangement will result in an additional charge of \$75.00 to be paid at that time.

Any arrangement and set-up must be submitted and agreed upon within 7 days of your event. Furniture and all property belonging to the venue, is only to be moved by Venue staff.

The venue will not sign for or be responsible for any items that are delivered prior to your event and specified time. This includes supplies from bakery, florist, DJ etc. Nothing can be stored prior to or after your allotted event time.

Any property of client that is left, may be deemed trash and disposed of upon cleaning the venue.

Client if needing any outside technology is strongly recommended to use our AV staff and equipment. This is an additional rental cost as listed in upgrades.

Decorations and signage are only allowed on tables and as stand-alone décor. Decorations may not be affixed to the walls, doors, windows, light fixtures or ceiling. Approved décor can be used on fireplace, deck and handrails.

No decoration or signs may be used outside of the building unless pre-approved by venue staff. It must be clean in its entirety prior to departing from your event, or else you will be charged an additional cleaning cost of \$75.00.

Use of glitter, confetti, confetti balloons, bio-degradable confetti, rice, and silly string is strictly prohibited inside and outside of the venue. If used, the client will be subject to a \$150 cleaning fee.

Candles/Open flames are allowed inside of venue; however, they must be placed in or on something to prevent dripping. Cold Sparklers are allowed.

If there is a complaint from a client related to service or event, it must be submitted no later than 14 days after event.

Outdoor Spaces:

Rental of the outside ceremony space includes chairs that will be set up by venue staff.

Arbors/outdoor may be decorated with temporary decorations and must be removed at completion.

Client must notify the venue within 24 hours prior to the ceremony or event date if you wish to move your event inside. Refunds for the outdoor space will be returned to the client within 21-30 days after the event. (venue staff will closely monitor weather to be certain that the outdoor space can be used).

DEPOSIT & FEES STRUCTURE

Your rental is not confirmed until we receive the initial deposit AND signed agreement. If we do not receive a signed copy of the agreement with your initial deposit, your requested date may be cancelled without further notice and Heart Events will be relieved of all further obligations for your event.

The payment schedule is as follows:

Payments	Payment Due Date	Amount(s)
Initial Payment, including \$100 damage deposit	Due Upon Booking with signing of contract	\$3000 for standard wedding package \$1500 for micro wedding package \$1500 for corporate event, birthday parties, etc.
4- month second deposit	Due 4 months before contracted event date	\$2000 for standard wedding package \$1500 for micro wedding package \$1500 for corporate event, birthday parties, etc.
Final Payment	Due 10 days prior to contracted event date	Amount due to be calculated after receiving final numbers 14 days prior to event

Final guest count must be received within 14 days of contracted event date.

Friday/Sunday packages are subject to a 50-person minimum.

Saturdays December-March are subject to a 75-person minimum, however may be decreased with prior management approval.

Saturdays April-November are subject to a 125-person minimum.

Gratuities, Sales & Tourism taxes will be added into the final balance.

Payments made in advance may be made by, cash, check, money order, cashier's check, Visa, Mastercard, Discover or American Express. Payments made less than 10 days prior to your event must be paid in cash or by credit card. All payments are processed immediately.

Any charges assessed more than the \$100 initial damage deposit will be billed to the client within 14 days after your event. Immediate payment is expected once received.

If any returned checks are received there will be a \$35 fee, and all future payments must be made with cash or credit card.

There will be a penalty fee of \$25 per 30 minutes for usage outside of the finalized agreed upon rental time. Make sure you schedule enough time at the end of your event for clean-up. The building closes at midnight. Evening rentals may not exceed this time. All details are finalized 14-21 days prior to your event at your final closing meeting with EDEM Staff.

You are obligated for and guarantee payment of all charges. Payments for final charges are due when presented and will be based on the guaranteed guest count (50/125) or the actual guest count that is given. These charges will also include taxes, gratuity and any additional items.