



Heart Events By EDÉM

Services & Pricing Guide



EVENTS SALES TEAM

Office: 636.493.1223

edemeventslc@gmail.com

Tours & Meetings are by appointment only.



EVENTS OPERATIONS TEAM

For questions on booked events,
details or payments

Office: 636.493.1223

After Hours (emergency text line):

314.494.3426 • 636.312.7362

edemeventslc@gmail.com

Our Venues



CEREMONY SPACE

Old Stone Chapel

This gorgeous chapel in the heart of historic Saint Charles, Missouri is a premiere ceremony space that comfortably seats up to 150–160 of your closest family and friends. With its original stone walls and vaulted ceiling, you get the perfect amount of romanticism and sacred appeal.



RECEPTION & EVENT SPACE

Old Stone Chapel Ballroom

Located just above Old Stone Chapel ceremony space. This breathtaking ballroom and event space seats up to 160 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.



RECEPTION & EVENT SPACE

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 175–180 guests.

Payments

01

Initial Payment

Due upon booking
with signing of contract

Including \$100 damage deposit.

Standard wedding package	\$3,000
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Micro wedding package	\$1,500
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Corporate event, birthday parties, etc.	\$1,500
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02

4-Month Second Deposit

Due 4 months before
contracted event date

Standard wedding package	\$2,000
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Micro wedding package	\$1,500
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Corporate event, birthday parties, etc.	\$1,500
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03

Final Payment

Due 10 days prior to
contracted event date

Amount due to be calculated after
receiving final numbers 14 days
prior to event

PLEASE NOTE Final guest count must be received within 14 days of the contracted event date. Gratuity, Sales & Tourism taxes will be added into the final balance.

Our Services

INCLUDED

In-House Catering

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

(Now allowing outside catering from our select preferred vendor list, additional fee will be charged.)

ENTERTAINMENT

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!

PLANNING

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!

DESIGN

Décor

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



MICRO

Wedding

\$5,500

- Available Fridays ONLY. (Saturdays available during the months of January – April.)
- 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.
- White linen tablecloths & napkins.
- Luxury Chiavari Chairs.

DEPOSIT

\$1,500 Deposit Required



CEREMONY & RECEPTION

Rental

Old Stone Ballroom *or*
Le Belle Coeur Ballroom

FRIDAY **\$2,500**

SATURDAY **\$3,500**

CEREMONY **\$1,200**

Is in ADDITION to your per person charge for catering. (See page 7.)

- Includes reception tables & chairs.
- White linen tablecloths & white linen napkins.
- Required to use our In-House Bar Services.
- Required to use our in-house day of coordinator (\$350).

DEPOSIT

Fri./Sun. — \$1,500

Sat. — \$3,000

Deposit Required



PARTY OR CELEBRATION

Rental

Old Stone Ballroom *or*
Le Belle Coeur Ballroom

FRIDAY **\$42.95 PP**

SATURDAY **\$48.95 PP**

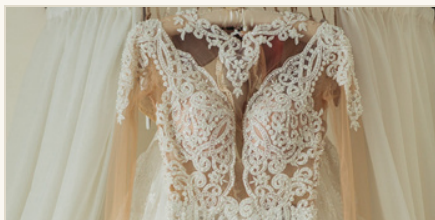
- Includes 4-hour rental of the space.
- Event tables & chairs.
- White linen tablecloths & white linen napkins.
- The Platinum Buffet or 4 heavy appetizer options.
- 3-hour access prior to event for setup and decor. (Starting @ noon.)

DEPOSIT

\$1,500 Deposit Required

TABLE SETTING Standard table setting w/ no charge is 8–10 people per table. There is a \$150 flat rate for a different set-up.

Pricing & Packages *cont.*



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.

DEPOSIT

\$200 Deposit Required



CEREMONY ONLY

Space Rental

Old Stone Chapel:

\$1,600

Old Stone Chapel
Ballroom w/ Ceremony
Style Seating:

FRIDAY	\$2,000
SATURDAY	\$2,500

Le Belle Coeur Ballroom
w/ Ceremony Style
Seating:

FRIDAY	\$2,000
SATURDAY	\$2,500

DEPOSIT

½ Payment Deposit Required



RECEPTION ONLY

Space Rental

Old Stone Ballroom:

FRIDAY	\$2,000
SATURDAY	\$2,500

Le Belle Coeur Ballroom:

FRIDAY	\$2,000
SATURDAY	\$2,500

DEPOSIT

½ Payment Deposit Required

Catering Menus

All menus are served Buffet Style with Uniformed Servers for your event!

Salads 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)

Platinum Buffet

FRIDAY **\$45.95 PP** SATURDAY **\$48.95 PP**

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

FRIDAY **\$48.95 PP** SATURDAY **\$52.95 PP**

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

FRIDAY **\$48.95 PP** SATURDAY **\$52.95 PP**

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 Baked Fish

SIDE ITEMS — 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 — \$1 more per person

Appetizer Options

Choose 2 for \$6.00 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 once during your cocktail / appetizer hour.

Additional Menu Options *(No additional cost)*

KIDS MEALS

- Chicken Fingers or Nuggets w/ Fries
- Cheese Pizza

VEGAN / VEGETARIAN MEALS

- Stuffed Peppers
- Egg Plant Parmesan
- Vegetable Stir Fry w/ Rice

GLUTEN FREE *On request*

Dishes can be prepared gluten free upon request.

LATE-NIGHT SNACKS Available upon request.

Pricing varies based on selection

Beverage Packages

LEVEL ONE

Soda Bar**\$8.00** PP

Includes Coke, Diet Coke, Sprite, Gingerale, juice, coffee & iced tea.
Mocktails available.

LEVEL TWO

House Liquor**\$11.00** PP

Full bar service —
see the complete list of
inclusions below.

LEVEL THREE

**Premium /
Top Shelf****\$13.00** PP

Jim Beam, Smirnoff,
Beefeaters and more

House Liquor Package Includes

\$11.00 PER PERSON

LIQUOR

Amaretto, Gin, Rum, Scotch, Tequila, Vodka,
Whiskey

BEER

2 Canned Anheuser Beers available —
Bud Light / Budweiser Select
Bottled Beer — additional \$4.00 per person

WINE

Cabernet, Chardonnay & Moscato

JUICE

Cranberry, Orange Juice & Pineapple Juice

MIXERS

Grenadine, Lemon Juice, Lime Juice, Peach
Schnapps, Simple Syrup, Sweet & Sour
& Triple Sec

SODA

Coke, Diet Coke, Sprite, Lemonade
& Gingerale

COFFEE & TEA

Freshly brewed coffee & tea service

CHAMPAGNE TOAST

Included for Bride/Groom & Bridal Party

PLEASE NOTE An additional Bartender is required for 150 guests or more at a flat rate of \$150.00.

Upgrades & Add-Ons

FOOD & BEVERAGE UPGRADES

Extra Entrée (beef medallions \$5.00 pp)	\$3.00 pp
Extra Side	\$1.50 pp
Cake Cutting Fee	\$75.00
Cocktail Hour (one hour)	\$4.50 pp
Cocktail Hour (½ hour)	\$2.25 pp
Outside Cocktail Hour (Beer, Wine & Soda Only)	\$250.00 + pp

EQUIPMENT / AV

Uplighting (up to 4 hours)	\$35 per light
Projector & AV Support	\$150
GOBO (Available at Old Stone)	\$150
Lavalier or Handheld Mic	\$75

TABLETOP & GLASSWARE

China Plateware (Dinner & Salad Plates)	\$10.00 pp
China & Bar Glasses	\$15.00 pp
Bar Glasses	\$8.00 pp

VENUE ADD-ONS

Additional access time to venue (when able)	\$25 per hour
Outdoor Ceremony	\$250.00



Upgrades & Add-Ons *cont.*

DÉCOR ADD-ONS

Table Runner	\$2.00 per table	Colored Tablecloths (depending on color and length)	\$10–\$15 per table
Chair Covers / Sashes (standard 10 per table seating)	\$45.00 per table	Centerpieces / Vases	Pricing varies
Chargers (provided by venue)	\$2.00 per charger	Full Luxury Table Upgrade	Starting at \$175
Chargers (provided by client)	\$1.00 pp	Décor Set Up / Breakdown	\$800.00
China Plates (provided by client)	\$1.00 pp	Décor Specialist	\$1,500 – \$3,500
Flameless Votives / Candles or Tea Lights	\$50.00 flat rate		

FULL LUXURY TABLE UPGRADE

STARTING AT \$175

- Centerpiece of your choice
- Table Runners
- Charger Plates of your choice
- Chair covers or Chair Sashes
- Candles, Tea lights etc.



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ALL PER PERSON CHARGES WILL HAVE 22% GRATUITY AND TAXES ADDED.

Frequently Asked Questions

01 How long is the venue rental?

The rental time varies depending on your needs and schedule. Ceremony “Block Times” are as follows:

EARLY BLOCK

12 p.m. – 3 p.m.

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

LATE BLOCK

4:00 p.m. – 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.)

02 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 150 guests with reception style seating.

Le Belle Coeur is across the cobblestone street and can hold up to 175–180 guests. A small courtyard is also included at Le Belle Coeur, as well as tables, chairs, dance floor and bar area.

03 What is required to hold the venue?

\$3,000 deposit secures your date / Micro package deposit \$1,500. An additional \$2,000 is due 4 months prior to your date (if not paid, your date may be canceled). Final balance is due no later than 10 days prior to your wedding rehearsal or event.

Frequently Asked Questions *cont.*

04 **How close are you to hotels and entertainment?**

Anyone familiar with St. Charles will tell you that there is no shortage of things to do. Many of our clients use Ameristar or Hampton Inn & Suites.

05 **What is included with the Bridal House rental?**

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.

06 **Do I need a wedding planner?**

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.

Frequently Asked Questions *cont.*

07 **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. The beverage package is available at an additional cost.

08 **Do you provide beverage service?**

Yes, using our Bar Service is a requirement. Prices range from \$8–\$13 per person. 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.)

09 **What tables and chairs are included in your package?**

Our packages include chairs and tables for up to 180 guests. These tables are 60-inch or 72-inch tables and the chairs that are included are Chiavari Chairs — Silver for Le Belle Coeur and Mahogany at Old Stone Chapel.

10 **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!

Terms & Conditions

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.

WITHIN 90 DAYS

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

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.

Terms & Conditions *cont.*

GENERAL *cont.*

- 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.

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.

Terms & Conditions *cont.*

DÉCOR & SIGNAGE

- 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. As hard as we try, we cannot control the weather. Therefore, unfortunately, we cannot take responsibility for any sudden Missouri weather changes. (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

PAYMENT	DUE DATE	AMOUNT(S)
Initial Payment including \$100 damage deposit	Due upon booking with signing of contract	\$3,000 standard wedding package \$1,500 micro wedding package \$1,500 corporate event, birthday parties, etc.
4-Month Second Deposit	Due 4 months before contracted event date	\$2,000 standard wedding package \$1,500 micro wedding package \$1,500 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

Deposit & Fees Structure *cont.*

GUEST COUNTS & MINIMUMS

- Final guest count must be received within 14 days of contracted event date.
- Friday 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.
- Gratuity, Sales & Tourism taxes will be added into the final balance.

PAYMENTS & CHARGES

- 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.
- 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.

OVERTIME 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.



Heart Events By EDÉM

We can't wait to celebrate with you.

Office: 636.493.1223 · edemeventslc@gmail.com

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