



105 Orange Street • Wilmington, NC 28401 • Ph: 910.399.1709

Rustic Charm...Garden Courtyard

Policies & Guidelines

We are excited you are considering Bakery 105 for your special day. You've never planned a wedding before? No problem...we have got you covered. We are excited to partner with 128 South to provide a unique venue and exceptional catering services. 128 South has built a solid reputation providing superior staff, service, food quality, and event planning. Below you will find some important information explaining how we do things, what you can expect, and the goods and services we offer. At the end of the day, our goal is to make this experience truly memorable and as "stress-free" as possible. We are happy to answer any questions you may have about hosting your event us.

About Bakery 105

Bakery 105 is located on the south end of historic (and picturesque) Downtown Wilmington, NC. Bakery 105 boasts a unique meeting and special event venue that includes 4500 sq feet of indoor space and a 2500 sq foot garden courtyard.

Facility Rental

The Facility Rental is the fee for use of the Bakery 105 facility and garden courtyard on the day of your event. The Facility Rental fluctuates based on the day of the week. Typically, our event block is for a four (4) hour function. (The four hours does not include decorating/setup or breakdown...you get additional time for those things.) Of course, if you think you would like to extend the time, we can certainly accommodate that request (some restrictions and additional fees may apply).

Food & Beverage Minimum

The Food & Beverage Minimum is the contracted minimum amount you are required to spend with us on food and beverage for you event. That said, often times, our Clients exceed the required minimum depending on the headcount and menu selections they choose. The pricing below includes the exclusive use of the 128 South Catering Services. NC Sales Tax & Service Charges Apply to All Food & Beverage Purchases.

So, how much is this going to cost?

The final costs of your event will vary depending on a few factors such as the food and beverage selections you choose as well as your final guest count. To get a "ball park" idea of the costs, select a food menu and beverage option (which can be found on our website) and multiply that total by your estimated guest count then add the Facility Rental to the total. (Food menu \$ + Beverage menu \$ x # of guests + Facility Rental = "Ballpark" estimate). And, let us know if we



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can help find creative ways to meet the needs of your budget. Don't forget NC Sales Tax and Service Charge are added to the food and beverage totals.

There are, of course, some costs that are unrelated to Bakery 105 like... your photographer, an officiant, the florist or event designer, DJ or band, a cake, your wedding dress...to name a few. We are happy to provide you with a Preferred Vendors List to assist you with finding the right fit for your big day.

What does Bakery 105 provide?

Besides the amazing service and attention...and the venue, Bakery 105 provides: seating tables and white chairs for 150 guests, food service/buffet tables, and basic linens for the food service tables. The Bakery 105 floor plan will give you a better idea of the venue configuration and the inventory of items we include with the Facility Fee. Bakery 105 provides the catering, beverage and bar service, service staff, and basic setup and clean up. We have included the flatware, non-alcoholic glassware, paper dinner napkins, and plates in our catering per person price (No additional fees.) We will help create a floor plan based on your use of the space as well as finalize your rental order based on the final floor plan. You will need to rent linens for your guests seating tables. (And if cloth napkins are important to you, you will need to rent those as well.)

Are you planning to host your Ceremony & Reception at Bakery 105?

If you host your ceremony in the Bakery 105 Garden Courtyard, then a Ceremony Fee of \$1150.00 would apply. Another option is to host your ceremony inside the Bakery 105 venue in which case a Ceremony Fee of \$1450.00 would apply. (If you opt for the indoor ceremony, you will need to rent a tent – at least 20x40 – for the Garden Courtyard.) Whether you decide on the Garden Courtyard or inside the venue as your location of choice, you will need to secure the services of a Professional Day-Of Coordinator, but we talk a little more about that next. The addition of the ceremony adds one (1) hour to the contracted event time. We include One Hundred Fifty (150) White Chairs and Complimentary Chilled Bottled Water for your ceremony guests in the additional ceremony fee. We also include one (1) hour for the rehearsal (just a note...scheduling the rehearsal time is contingent on our event calendar).

Day-Of Coordinating Services

Hosting both ceremony and reception at Bakery 105 means you will need to secure the services of a Professional Day-Of Coordinator (DOC). We offer Day-Of Coordinator Services through 128 South/Bakery 105...or we can recommend some great local professional coordinators who are familiar with our venue. Although it's not required, we also offer a Reception Coordinator service to oversee the details of your reception. We have included the Day-Of Coordinating packages to give you an idea of what you can expect from our in-house Coordinators. (We think they're great.)



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Accommodations

Bakery 105 can accommodate a variety of events from rehearsal dinner gatherings to large cocktail-style receptions...and everything in between. There are some guidelines below to help determine if Bakery 105 is the right venue for you.

Buffet-Style – 180 to 200 guests

Cocktail-Style/Stationed – 200 guests

Plated Dinner – 150 guests

Ceremony (Indoor or Courtyard) & Reception – 175 guests

How do I secure a date on the Bakery 105 calendar?

In order to guarantee a date on the Bakery 105 calendar, a signed contract and deposit are required. The required deposit is \$1200.00 and can be paid by check, money order, cashier's check or cash. (\$850.00 of the deposit is Non-Refundable and goes to securing the date on the 128 South calendar. \$350.00 of the deposit is a refundable Security Deposit which will be returned to you provided nothing was damaged during the event. Although the \$850.00 is non-refundable it counts towards your final bill.) All other payments may be made by check, money order, cash or credit card. 128 South accepts VISA, Master Card, or American Express.

What other payments are there?

The next payment (Payment #2) is due 90 days from the date the contract is created. This payment includes the agreed upon Facility Rental and Food & Beverage minimum as indicated in the 128 South Contract less the \$850.00 Non-Refundable Deposit already paid.

Your Final Payment is due 14 days prior to the event as is final headcount. This payment includes all Bakery 105 charges less the Non-Refundable Deposit and Payment #2. Should there be any additional charges related to the event, those must be paid in full at the conclusion of the event.

Are there other items available through Bakery 105?

Bakery 105 does offer a selection of rental items available for your day like a 18x18 dance floor, large cookie jars, garden lanterns, and cake stands...to name a few. We have included all of the rental items, the available quantities, and item pricing on the "Rentals" page of this packet. If you are interested in using these items for your wedding day, you can have one of our coordinators add them to your invoice.

What else do I need to know?

Here are a few items to keep in mind...

- ❖ *All events and entertainment (bands, DJs, etc.) must conclude by 12:00am*
- ❖ *You or your vendors will have three (3) hours for setup/décor on the day of the event and one (1) hour to breakdown at the conclusion of the night.*



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- ❖ *Saturday Rates apply to all Holidays and we are Closed on a few of the special ones like Christmas, Thanksgiving, and Easter.*
- ❖ *A Bakery 105 Representative needs to approve all bands...so check with us before you sign a contract with a band. And, the entertainment must be inside the venue. We allow for acoustic and other “unplugged” options in the courtyard for the ceremony or cocktail hour, but the big entertainment will need to be inside the main building of the venue.*
- ❖ *You will need to rent a dance floor to accompany any DJ or band. (Bakery 105 has one available for rent or you can rent one from the local party supply company.)*
- ❖ *You will need to rent a tent for the garden courtyard (or at least a portion of it) if your headcount is more than 200 guests. But, the truth is, we would encourage you to rent one for the courtyard area especially during the warmer months. (Your guests will appreciate a little shade on a bright sunny day.)*
- ❖ *We do recommend the addition of lighting to the area of the venue over the dance floor or if you have opted for a tent in the Garden Courtyard. The additional lighting and electrical features need to be installed by a professional lighting company, party supply company, or licensed electrician...after all, we don't want to burn the place down.*
- ❖ *Candlesticks and taper candles – although beautiful – cannot be used inside or in the Garden Courtyard. Once again, they represent a very real fire hazard. All other candles need to be contained in a non-flammable vessel or container. We recommend votives, hurricane with a base, glass cylinders, or lanterns.*
- ❖ *When selecting decorations, remember they cannot leave permanent marks, holes, or damage to the venue, furniture, or building. Also, we can't have confetti, party poppers, glitter, rice or birdseed since they are pretty much impossible to clean up...seriously, glitter never goes away.*
- ❖ *Finally, when it comes to the bar services, we have learned it's better for everyone if we don't serve shots, martinis, and frozen drinks.*

If you would like to use the services of another licensed caterer, please contact a 128 South representative for details and pricing. Restrictions apply.

If you are interested in hosting only the ceremony at 128 South, you will need to contact a 128 South representative for availability & pricing information.