



HACIENDA
DOÑA ANDREA
de Santa Fe

505-424-8995 www.mysantafewedding.com

Weddings

Reunions

Retreats

Hacienda Events

Exclusive Day Use of Facility

up to 150 day guests

7 Good Reasons to choose the Hacienda for your event...

1. Flexible packages and pricing that you can count on! We explain all included services. We stand by our posted rates. No surprise add-ons, ever!
2. Work with our Event Facilitators or any you choose!
3. Professionally or Self Catered
It is your choice! No banquet or liquor minimums to inflate your budget.
4. Your private mountain Hacienda.
Plan your event activities to suit you. Only one event per day. Promised!
5. Privacy and Security Your event should be just that, yours! Be absolutely comfortable and at ease as you take possession of the day and the Hacienda!
6. Overnight Lodgings in all nine private guestrooms, up to 18 guests per night.
The essence of a Destination event is being together! Hacienda Lodgings available with full property buyout.
7. Spectacular Views and almost perfect weather year round! Enjoy New Mexico's four seasons in all their glory.

What is most important to you?

Why will you choose to have a Hacienda Wedding?

Event Services and Options

- Weddings, Ceremonies, Receptions, Retreats, Gatherings & Celebrations
Spectacular Indoor and Outdoor Venue. Grand Courtyard, Shaded Rose Garden, Patios, Salas and Dining, Restrooms Appropriate for groups from 4 to 150
- Overnight Accommodations? Yes, you can stay!
Full property buy-out required, two night minimum weekends
Lodging in nine private guest suites
- Hacienda Banquet Rental Equipment
Seat and serve up to 150 guests with our extensive Full Catering banquet supplies and packages. Dinnerware to tables...on-site and ready!
- Hacienda Event Facilitator
Hire our Facilitator or your own, required for events of more than 50 guests
Hacienda Facilitators are dedicated to helping you with all your advance and "Day of Event" details. Two advance meetings, email and phone support.
- Free On-site Parking for all guests
- Clean up services, included
Before, During and After your event, see Event Use Contract for details
- Hacienda Ambient Sound System, included
Appropriate for background volume levels, extensive CD library or you can bring your music on CD or iPod
- Dinner Menus and Service Planning
Offer your guests tempting hors d'oeuvres, a sweet treat or a memorable fine dining experience. Meal plans and menus to suit any event and budget!
- Music and Entertainment
CD library and digital satellite music system available. You may hire musicians, Entertainers, a band or DJ.

Just for weddings...

- Classic White Wedding Chairs for your ceremony.
- Bridal Arch for El Zocalo Courtyard, can be decorated by florist, optional
- Toast and Cake Cutting Service, no charge!

How to Book your date...

event Package Terms and Conditions

Event Package Terms

- A deposit of 25% of your Event/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 no less than 14 Days prior to your event date.
- Refundable Security Deposit due in full no less than 14 Days prior to your event date.
- All deposits are fully credited to final balance.

Banquet Rentals and Service

- Banquet Rentals and Service agreement and payment are required to secure your banquet and menu order.

Kitchen Use and Terms

- Request for Kitchen Use must be made no later than 14 days before your event.

2011 Package Pricing

all prices subject to applicable taxes and service charges

Weddings, Receptions, Group Gatherings

Private Use of Hacienda for events with **up to 150 attendees**
One guest room included for use during event if no lodging booked

\$3300.00

one day, 10am thru 11pm

\$2100.00

one day, 12pm thru 7pm

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

\$795.00

(May thru Oct ~ 5:00 until 7:00

Monday thru Thursday Only)

Additional guests fee \$24.00 per guest

Lodging, nine guest rooms

Exclusive and Private 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 50

\$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

Equipment rentals, per guest \$22.00

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!