

Wedding Event Timeline



Due to the capacity restrictions at Hakone facilities, events must comply with its contracted number of guests. For every person over the maximum number in the rate sheet, you will be charged \$25 a person.

Rehearsal date/time requested: _____
 (Rehearsal must take place Monday through Friday 10 AM – 3 PM. Please schedule with the office to avoid any possible conflicts.)

Photo Shoot date/time requested: _____
 (Photo Shoot must take place during regular open hours starting no later than 3:30 pm. Please schedule with the office.)

EVENT TIME LINE:

	<u>Up to 100 guests:</u> _____	<u>Up to 150 guests:</u> _____
Reception Set-up	2 hours before the event	2 ½ hours before the event
Ceremony set-up	1½ hours before the event	1½ before the event
AM event	10 AM – 2 PM	10 AM – 2 PM
PM event	5 – 9 PM (or 10 PM*)	5 – 9 PM (or 10 PM*)
Clean up	within 1 hour after the event	within 1 hour after the event

*Extendable at an additional fee. Refer to the Rate sheet.

Your event Set-up: _____ Event hours: _____ Clean-up: _____

Please note that these times are for vendors only. The bride, groom, and the rest of the wedding party may not arrive any earlier than 1½ hour before the event start time for access to the bridal room.

SPECIAL REQUESTS:

Special requests/equipment to be brought into Hakone: _____

VENDOR DELIVERY LIST: Please see the last page, fill out the information and fax to Hakone at least a week before.

ADDITIONAL CONTACT INFORMATION:

Contact Person during Event (Other than bride/groom) _____ Relation _____

VEHICLE RESTRICTIONS:

Please note that vehicles are restricted to a 30 foot maximum for our driveway. No vehicles are permitted up the gravel -covered driveway leading to the entrance of the Garden.

HAKONE EVENT STAFF:

Their role is to ensure the safety/security of your event guests as well as Hakone property, and to secure smooth flow of the events. They will monitor that the event policy is followed through and no violations occur which may forfeit your deposit. Their role includes directing the traffic and ushering your guests to the wedding site, setting up and breakdown of ceremony chairs, opening up and closing of all rented facilities, answering any questions or give assistance. They do not coordinate weddings. **Please do not try to set up earlier than your pre-arranged time as it will cause schedule conflicts and a possible loss of a portion or all of your deposit.** If you have any questions the day of the event, please ask the event staff.

Event Policy

Please look over the policy, initial at each spot, and sign at the bottom.



- Capacity:** All events are limited to a maximum of 180 people. The Garden area and Madrone Mound can seat up to 180 people each. The Lower House (LH) is limited to 40 guests for dinner seating and 60 people for theater-style seating. The Cultural Exchange Center (CEC) seats 60 people for dinner and 80 people for theater-style seating. CEC deck is limited to 40 people in dinner seating. _____
- Hours of Use:** Hakone outdoor facilities (Garden area/Mound) may be reserved for use during the hours of 8am - 11am and 5pm - 9pm. The indoor facilities (LH and CEC) may be reserved from 9 am to 9pm, provided the nature of the function does not interfere with public access to the main gardens areas. The Japanese style apartments and the Tatami-floored tearoom in the LH and CEC are not part of any rental unless agreed. _____
- Wedding ceremonies are restricted to a maximum of 1 hour, and evening receptions may be held up to 4 hours and must end no later than 10pm.** Ceremony/reception events are 5 to 9 pm with a set-up time of 1 ½ - 2 ½ hours (depending on the size of the event), and one hour for clean up after the event. Ceremonies are given 1 - 1 ½ hour for set-up and ½ hour for clean-up (depending on the size of the event). See Wedding Event Timeline sheet. _____
- Reservations:** To confirm a date for your event, a deposit and ½ the Rental Fee is required along with a signed Policy and Application. _____
- Furniture:** Hakone provides tables and chairs at no extra charge. Available for use are 20 - 72"x30" tables, 20-60" round tables, 8-30" round table (4 high 4 low), 200 white resin chairs, and 80 brown padded metal chairs. _____ Delivery of materials must be arranged in advance with the Event Manager. If items, either rented or personal, are left at Hakone for more than two business days after the event, the renter will be charged a \$50 storage fee for each day the items are left at the facilities, to be taken from the deposit. _____
- Set up/breakdown:** Hakone provides complimentary set up and breakdown of the ceremony chairs. However, **Hakone is not responsible for reception set-up/breakdown which is usually the caterer's responsibility.** _____ At least one Event staff will be on duty during all events at Hakone to render needed support, monitor the conditions of use, and to assure the regulations are observed. These staff members are NOT responsible for set-up or cleanup other than for ceremony chairs. At our discretion, we may require additional security to be paid for by the renter. _____ **Setup and breakdown time should be strictly observed by all involved parties including caterers. No earlier setup is permitted unless authorized in writing ahead of time.** _____
- Parking:** There are 93 parking spaces available. Any cars that arrive after the spaces are filled may be turned away. Please request that your guests carpool. Vans, limousines and 24-passenger buses may be used. No large buses are allowed due to the steep and narrow hill. Vehicles are limited to a size of 30 feet maximum. _____
- Caterers/Vendors:** Hakone requires that caterers be chosen from our preferred list. The Event Manager must approve a caterer who isn't on our preferred list, and a **nominal fee of \$5 per person will apply for the outside caterers.** _____ The facilities are not equipped with commercial kitchens.
- Caterers, DJs, florist, photographers, musicians, and others associated with the event are expected to contact the Event Manager at least 2 weeks prior to the event. The caterer is responsible for set-up and cleanup for reception. The facility must be left clean. _____ The renter is responsible for any and all Caterers and Vendors contracted for their event. Any damage to the facilities or violations of this contract or the Vendor/Caterer Agreements caused by a Caterer or Vendor will be deducted from the renter's deposit. Should the expense exceed the deposit, the renter agrees to pay the cost thereof. Should any damage occur to the Caterer's and/or Vendor's property, staff, or representatives, the renter holds Hakone harmless from all liability or damage that arises. The renter is solely responsible for the Caterers and/or Vendors that they contracted for their event. _____
- Alcohol:** Alcoholic beverages are restricted to beer, wine, and champagne. No food or beverages allowed outside reception areas. _____
- Music/Dancing:** Use of outdoor sound system during Garden open hours is prohibited. _____ Generally, sound levels in the Gardens should be kept to a minimum and are **not to exceed 56 dBA at least fifty feet from the source** (City of Saratoga Municipal Code 7-30.050). All music arrangements of any form must be negotiated in advance. **IMPORTANT:** If you use a non-preferred DJ/musician, please **have them contact the Event Office for guidelines** prior to the event. Dancing is allowed within the CEC but not in the LH. _____
- Photography:** Photographers should obtain permission from the Event Manager to conduct photo sessions at times other than at the time of the event. Trails and paths should not be blocked by equipment. Photographers and objects are requested to remain on the Garden paths, open areas, or on steps, bridges, and other walking areas at all times. . _____
- Wedding Rehearsals:** Arrangements for rehearsals must be made with the office one month prior to the wedding date. Rehearsals shall be held during hours open to the public, preferably during the week, not to begin any later than 4:00 pm. _____ **No sound system during Garden hours is permitted.** Hakone is not involved in your rehearsal, other than scheduling and providing the rehearsal site. _____



Hakone Foundation

HAKONE ESTATE AND GARDENS

Tel: 408.741.4957 Fax: 408.741-4993 www.hakone.us

Guideline for DJs/Musicians at Hakone Events

Welcome to Hakone Estate and Gardens!

Hakone is one of the National Trust for Historic Preservation sites in the US and the oldest Japanese and Asian residential gardens in the Western Hemisphere established in 1915. Our mission is to preserve, protect, and maintain this historical and cultural heritage for many generations to come.

Please read the guidelines thoroughly, and if any question arises please ask me or our onsite event staff. It is strongly recommended that you come and visit the site ahead of time to familiarize yourself, especially if you have never been here for an event before.

1. Parking: We recommend the Inner Parking Lot. The entry is at the end of the public parking lot. Our Event Staff can open the gate for you.

2. Furniture: We have tables (30 x 72") and chairs in our furniture shed. Please help yourself with these tables for your station setup. Hakone rents out market umbrellas (9' diameter). If you need them, please let your event client know so that they can arrange a rental from us ahead of time.

3. Volume Restriction: City of Saratoga Municipal Code (7-30.050) limits the noise level as follows and we are required to maintain a log of volume levels at each event.

The maximum noise level allowed during the daytime (7 am – 7 pm) is 66 dBA.

The maximum noise level allowed during the evening (7 pm – 10 pm) is 56 dBA.

The measurement is to be taken about 50' away from the source of sound. No event can be extended beyond 10 PM.

Violating the noise level (two warnings) will require Hakone to pull the plug on your equipment.

_____ DJ Initial

There have been several complaints recently by the neighbors to the City about the high volume level. **Your compliance with this Municipal Code is crucially important in continuing your music service at Hakone.**

4. Breakdown: Please make sure to collect all, and only, your equipment and not Hakone's property such as extension cords, microphone system (if used), etc., at breakdown.

We appreciate your compliance with these requests, especially on volume restriction, and hope to welcome you for many more future events. We look forward to working with you in making each event a great success.

Please sign and return:

Event Night

Time of Decibel Reading _____ DJ initial _____ Name: _____

Time of Decibel Reading _____ DJ initial _____ Company: _____

Time of Decibel Reading _____ DJ initial _____ Phone#: _____

Hakone Event Staff initial _____ Event date: _____