

YOUR WEDDING AT
CJ'S OFF THE SQUARE

Meaningful, memorable weddings are our specialty. Our full-service approach to planning, design and execution of all the details is what makes CJ's Off the Square the highest rated venue in Tennessee. Our wedding package includes all of the essentials with lots of options for you to infuse your own style.

FACILITY AMENITIES

- Exclusive use of the entire venue for 8 hours
- Dressing rooms for the wedding party
- Built in weather back-up plan
- Boxwood feature wall ready for photos, champagne, your neon sign, and more
- Ceremony arch placed where you like or easily removed if it's not your thing
- Free parking for you and your guests

STAFF & SERVICES

- Professional planning & coordination of your wedding day
- Our signature planning process to keep you on track, organized, and inspired
- A personalized wedding day schedule to share with family and wedding party
- Color-coded floor plans that optimize the guest flow to provide the ideal use of the space
- Personalized seating chart for your reception
- One-hour ceremony rehearsal the day before your wedding
- DJ for your ceremony and reception
- Cake cutting service (including china plates & forks)
- All set-up, clean-up, and management of your selected event services
- All wait staff and bartenders for your reception

YOUR WEDDING STYLE

- Romantic string lights in the pavilion and garden
- Elegant chandeliers in the pavilion
- 60" round tables and 30" high or low cocktail tables
- Mix of votive and pillar candles for your tables
- Choice of white, brown, or black folding chairs for ceremony & reception
- Choice of table linen and napkin from our classic collection (40+ colors to choose from)
- Our signature place setting including china, flatware, stemware, and menu card
- \$500 design credit to be used on the style options of your choice

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FOOD & BEVERAGE

- Choice of cocktail hour station or two passed hors d'oeuvres
- Delicious brunch, lunch, or dinner with our signature seated service
- Coffee, iced tea, soft drinks, and water
- Signature Bar Service: Includes ice, glasses, standard garnishes & mixers (*you supply the alcohol*)
- 3-tiered wedding cake with buttercream finish

Everything you need for an elegant event is included. Based on your personal style and taste, you may wish to enhance different aspects of your design, décor, and menu. Speak with a planner for a current list of 100% optional upgrades.

Venue & Services

FRIDAY

\$15,995

SATURDAY

\$19,995

SUNDAY

\$17,995

plus \$98 per person

TN sales tax applies to all package pricing.

OUR TRANSPARENT PRICING GUARANTEE

- No required guest minimums on any day of the week
- No cake cutting fees, corkage fees or other “hidden” service fees
- We supply the bar set-up and service; you provide the alcohol. This saves you thousands of dollars compared to venues that require you to purchase alcohol through them or have additional bar set up fees.
- No mandatory gratuity (although we do recommend consideration for our catering team)
- When you book with CJ's Off the Square, the base package and per person price are locked in. Pricing for optional décor products and menu upgrades are subject to change based on market fluctuations outside of our control. You will be provided with a quote at the time of selection and this price is then locked in when you confirm your service order.
- We would love to connect you with other event professionals such as photographers and florists from our curated list of Creative Partners. These professionals maintain an excellent reputation in the industry and are extremely experienced with the intricacies of our venue. We do not charge commission or referral fees so you can always trust that we are giving you our honest, professional recommendations with your best interests at heart.

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THE FINE PRINT

YOUR INVESTMENT

More than just a venue, CJ's Off the Square offers an exceptional planning experience. Our package includes all the essentials such as a beautiful, unique setting, tables, linens, chairs, catering, entertainment, wedding coordination and more. We also offer a wide selection of optional décor elements which can be added to your package at discounted rates.

Perhaps the most valuable thing of all: we coordinate all the details and take care of set-up, break-down, and clean-up of your event.

When you have to shop around and purchase everything separately, it's challenging to keep tabs on the costs, know the right quantities to order, coordinate vendors, organize delivery and know for sure that everything and everyone will work well together. It all adds up and can be extremely frustrating, consuming valuable time and money in the process.

At CJ's Off the Square, we've done the math for you. We've already negotiated deals with the best vendors in town. You'll always know exactly what your wedding will cost BEFORE you book thanks to our upfront, tiered pricing structure. This allows the total cost of your wedding to scale up or down based on the number of people you're expecting. You get more budget control and never have to pay for anything you don't want or need.

Here is a general idea of what you can expect to invest based on your initial guest list estimate.

	25 guests	50 guests	75 guests	100 guests	125 guests
<i>Friday</i>	\$ 18,445	\$ 20,895	\$ 23,345	\$ 25,795	\$ 28,245
<i>Saturday</i>	\$ 22,445	\$ 24,895	\$ 27,345	\$ 29,795	\$ 32,245
<i>Sunday</i>	\$ 20,445	\$ 22,895	\$ 25,345	\$ 27,795	\$ 30,245

135 guests is our maximum capacity.

SECURITY DEPOSIT

A \$500 security deposit will be added to your account 90 days before your wedding. The deposit will be refunded within 30 days of your wedding when the contract terms are observed.

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DECORATIONS

We highly recommend working with a professional florist for your wedding. If you wish to provide some of your own decorations, speak with your planner to confirm they meet our requirements. All decorations must be approved in writing 30 days in advance.

ADDITIONAL HOURS

Our wedding package includes 8 hours of exclusive use of the venue. All events must end by 10 p.m. Most couples choose 2 p.m. – 10 p.m. If you prefer a brunch or lunch reception, you can move your rental window forward to begin as early as 8 AM. If you need more than the 8 hours that are included, additional hours can be purchased for \$200 each. We also offer a 4-hour package that includes lunch for the wedding party for \$750. Additional hours are subject to availability. Once you add additional hours, you cannot remove them later.

FOOD & BEVERAGE

All food and beverage services are exclusive to CJ's Off the Square. Outside catering is not permitted. Your package includes selections from our chef's pairing menu featuring our signature seated service. Additional options are available and will be quoted on a case-by-case basis. Please review our current menu for more information.

BAR SERVICE & ALCOHOL POLICY

If you wish to serve alcoholic beverages at your wedding, you must follow the guidelines set forth in our contract. The key points include:

- You purchase the alcohol, our staff will serve it
- No shots or kegs are permitted
- The bar cannot serve alcohol for longer than 5 consecutive hours
- "Host Liquor Liability" insurance is required
- At the end of the event, all left over alcohol will be returned to you

CONFIRMING YOUR RESERVATION

We offer a complimentary one-time, 48-hour hold on the date of your choice after you or your designated representative have toured the venue in person. To confirm your reservation, we require a signed contract and non-refundable payment of \$4000.

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PAYMENT SCHEDULE

- When you book: Reservation Retainer: \$4000 due with signed contract to confirm your date
- 9 Months Before: Event Planning & Design Retainer: \$4000
- 6 Months Before: Event Services Retainer: \$4000
- 3 Months Before: Your account balance is paid in full for 50% of your estimated guest list along with the security deposit
- 14 days before: Your final guest count is due along with any remaining account balance

*All payments are final and non-transferable.
Pricing is valid for 30 days from the date of your venue tour.*

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