

Wedding Guide

Pearlstone Conference & Retreat Center

The Pearlstone Conference & Retreat Center is a non-profit facility affiliated with The Associated: Jewish Community Federation of Baltimore. Our primary mission is to provide a welcoming hospitality environment that facilitates a broad range of Jewish experiences and programs, both formal and informal. These are typically sponsored by local, regional and national Jewish organizations. On a space available basis we also welcome other non-profit groups at our site and host a limited number of Bnai Mitzvah ceremonies and weddings.

We fully support the religious institutions within the Baltimore Jewish Community. To host your event we will need a letter from a Baltimore area Rabbi indicating that this will be a Jewish wedding and that all ritual requirements have been met.

Whether your ceremony takes place in our beautiful outdoor setting, or indoors overlooking 164 acres of gently rolling hills and our tranquil lake, we offer a spectacular backdrop for this significant event. Pearlstone offers a relaxing setting, delicious kosher cuisine and a lovely venue to make this a very special day. It is also possible to incorporate an entire weekend Shabbaton into your wedding plans using the variety of overnight accommodations we can provide.

Thanks for your interest in holding your special event at Pearlstone. If you have any questions, or there is any other way in which we can assist you, please don't hesitate to call.

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General Manager

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Pearlstone Conference & Retreat Center

5425 Mt. Gilead Road

Reisterstown, Md. 21136

WEDDING INFORMATION

The minimum number of guests we require for a contract is 80. The maximum capacity in our reception hall (room 100) is 120 with dancing and 150 without. With the addition of a tent on the deck, this can be increased to 150 with dancing and 180 without. If the reception is held in an outdoor tent, which can be erected either on our center island or behind the conference building, we can serve a maximum of 225 guests, with or without dancing. If you are planning for a large number of guests to drive and park for your function; our parking lot has 55 lined parking spaces and 3 handicapped accessible spaces as well. Additional parking should be done in a single file around the circle drive. If you anticipate a large number of cars we advise you to secure a parking attendant to assist your guests.

FOOD & BEVERAGE SERVICE

The Pearlstone Conference & Retreat Center is responsible for the Kashrut, quality and freshness of food served to our guests. We are supervised by the Vaad HaKashrus, Star K and the Maryland State Department of Health. Food may not be taken off the premises after it has been prepared and served. No outside caterers may be used and outside food may not be brought in except for an approved kosher wedding cake. Pearlstone is not licensed to serve alcohol. You must supply any alcoholic beverages or mixers you intend to serve your guests and they must be approved in advance by Star K. In most cases the earliest time you may begin a meal for a Sunday wedding is 1 PM. All food can be served buffet style, and hors d'oeuvres are presented at stations or passed by wait staff.

PRICES, SERVICE CHARGE & TAXES

Prices are subject to change without notice and are based on Buffet service. All charges such as those for food, beverages and rental space and equipment are subject to a 20% taxable service charge and 6% Maryland state sales tax. The charge per guest attending your wedding (ages 6 and above) will be **\$80** (i.e. \$101.76 with service charge and tax). Meals for children ages 2—5 and musicians, will be **\$50** per person. First floor Conference Center rental is **\$750** for a 6 hour period beginning no earlier than 12:30 PM or no later than 4:30 PM on Sunday (unless agreed to in writing by Pearlstone). Additional hours will be charged **\$250/hour**. There may also be charges for extra options (see below). All Weddings are subject to a Mashgiach Charge on the following scale: 0-150 guests **\$500.00**; 151-250, **\$750.00** (additional Kosher supervision for added function hours will be billed at **\$50** per Mashgiach per hour)

GUARANTEED GUEST COUNT

The **exact number** of persons to be in attendance must be given no later than **fifteen (15) business days** prior to the event. This number is not subject to reduction and is considered a financial commitment. We will be prepared to serve 5% above the number specified and will bill accordingly. **If no final guarantee is received we will consider the number indicated on the original contract to be the correct guaranteed number of guests and will bill according to that number. Guest count may increase by no more than 5%.**

BARTENDERS

Bartenders, if required, will be charged at the rate of **\$50** per hour with a 4 hour minimum. The number of bartenders needed will be based on one bartender for every 75 guests. One hour is required for set-up and one hour for breakdown of the bar.

ROOM RENTAL

The first floor of the Pearlstone Conference Center (Weinberg Conference Hall) is included with your rental. This encompasses the main lobby, dining room, room 100 (reception hall), and room 101. If second floor space is required, there will be an additional charge of **\$500**. Also **included is one Lodge Room** for the bride to use in preparation for the wedding and may be used for Yichud. It will be available three hours prior to the scheduled start of your event. Any additional changing rooms or Yichud rooms are \$15. Classroom 101 is appropriate for holding a "tisch", if desired.

PAYMENT

A non-refundable deposit of **\$1,000** is required to reserve a date. This cannot be done earlier than one year in advance. A second non-refundable deposit equal to **50% of your anticipated final billing must be received 90 days prior** to the event. Your balance must be paid in full, by check or credit card, ten (10) days prior to the day of the wedding.

DÉCOR

All floral arrangements, and other decorations including the Chuppah, are your responsibility. Your price includes dishes, silverware, flatware, glassware and standard linens with your choice of available colors. If your affair is held inside our building your price also includes tables and chairs. Otherwise, these items will incur an additional charge for rental (see below). An outdoor ceremony will also require the rental of chairs for seating guests.

GUEST ROOMS

It may be possible to accommodate guests at Pearlstone for your affair. Please contact us to determine the availability of rooms. The rate **Sunday thru Thursday** for lodge rooms, **without meals included**, is **\$79** per night and **\$69** for rooms in the family center. Cabins are **\$129** per night. Lodge rooms have two Queen sized beds and private baths. Family Center rooms are dormitory style and sleep up to six on bunk beds with either detached or attached private bathrooms. There are also two rooms with twin beds and a private bathroom. Cabins sleep up to six or ten people with a shared bathroom. There are one or two bedrooms and a loft in each.

CEREMONY

The actual wedding ceremony may be held outdoors with a beautiful natural backdrop, or in the dining room with appropriate seating. Other locations on our site may be utilized as well, including covered pavilions and a barn, which are some distance away. The reception is held in Room 100 or a rental tent.

Wedding Menu

\$80 per person – Buffet Style (Meat or Dairy)

\$99 per person – Plated with wait staff (Meat or Dairy)

Hors d'oeuvres (choose 3)

Placed at Stations. A maximum of 1.5 hours is allowed.

- *Vegetable Crudités with hummus and babaganoush (included)*
Plus Choice of three (they must be either meat or dairy and marry well with your entrée):
- *Stuffed Mushrooms*
- *Mini Egg Rolls*
- *Spanakopita*
- *Curry chicken with Cashews served in a Phyllo cup*
- *Beef or Chicken Satay (Meat only choose one)*
- *Bruschetta*
- *Grilled Skewered Vegetables*
- *Potato Knish*
- *Beef Wellington (miniature)*
- *Mongolian Beef*

Soup or Salad (Select one)

- *Chef's choice of soup*
- *Salad of Mixed Greens*
- *Caesar Salad*

Entrée (Choose one plus vegetarian option)

- *Portobello Napoleon V*
- *Beef Medallions in Burgundy Mushroom Sauce (Filet Mignon sliced and roasted in a rich burgundy mushroom sauce) F*
- *Cornish Game Hen stuffed with seasonal herbs and currants F*
- *Duck Breast L'Orange F*
- *Salmon Ala bella F/D*
- *Asparagus Stuffed Flounder accompanied by a Lemon Beurre Blanc Sauce F/D*
- *Three Cheese Lasagna with Mushrooms and Spinach (fresh market vegetables, tofu, cheese, and tomatoes baked in pasta sheets) D*
- *Chicken Tuscano (Pan Seared breast of chicken stuffed with our own basil pesto and sun dried tomatoes) F*
- *Beef Italiano (thin beef strips stuffed with fresh herbs and bread crumbs, slow roasted in a tomato garlic sauce) F*
- *Quinoa Timbales with fresh sautéed Spinach V*
- *Braised Cabbage and Tofu wrapped in Phyllo squares V*
- *Sesame crusted Salmon with Citrus Zest F/D*

Starches (select 1)

- *Sweet potato praline*
- *Garlic mashed potatoes*
- *Vegetable fried rice*
- *Dijon roasted potatoes*
- *Sunset rice*
- *Twice baked potatoes*
- *Sweet noodle kugel*
- *Orzo cooked in vegetable stock*
- *Vegetable cous cous*
- *Wild rice risotto*
- *Pasta alla olio*

Fresh Fruit Display – chef's choice of market fruit

Vegetables (select 1)

- *Market Fresh Stir-fried vegetables*
- *Mixed Grilled vegetables*
- *Roasted vegetables in balsamic oil*
- *Braised cabbage*
- *Oriental pesto vegetables*
- *Maple glazed baby carrots*
- *Hericot verts almondine (green beans)*
- *Steamed Broccoli*
- *Baked stuffed tomatoes with blended vegetables and seasoned bread crumbs*

Dessert (select 1)

- *Raspberry or Chocolate Hurricanes*
- *Chocolate and fresh fruit parcels*
- *Assorted wedding cookies*
- *Pearlstone's Chocolate Pound Cake*
- *Strawberry or Chocolate Mousse*
- *Cherry Cheesecake Squares (parve if meat is served)*
- *Key Lime Tarts*
- *Petit Fors*
- *Chocolate fountain with a cascade of cut fresh fruit*

Wedding cake, if desired, is supplied by client and must be approved by Star K.

Drinks

- Water, Assorted Beverages, Coffee, Tea are provided complimentary
- Sodas and Sparkling waters on request

OPTIONS

Rental Equipment:

- *Tent (10' x 40') for deck. Adds seating for 40 guests. \$950 (estimate)*
- *Tent (70' x 60') for 200 guests. \$4,200 (estimate)*
- *Dance floor (400—700 sq. ft.) Approximately 3 sq. ft./guest \$4/guest*
- *Chairs (white folding) \$3.25 each*
- *Chairs (white wood) \$5.25 each*
- *Tables (Round, 60" seats 8 or 10) \$10.00 each*
- *Use of Second floor \$500*

Please read all of these documents carefully. Contact us with any questions, and then circle the menu items you wish to serve. Complete the "Wedding Planner and Contract" and return a copy of them and your menu choices to us at Pearlstone. Thank you for considering Pearlstone for your special event.

Wedding Contract

We prefer that our Wedding Ceremony be held: Indoors ___ Outdoors ___

Event Date _____ Our starting time is: _____ (Between 12:30 and 4:30 PM if on Sunday)

Complete this timeline with your estimated times and locations

Event	Time	Location
Kabblat Panim		
Groom's Tisch		
Bedeken		
Chuppah/Ceremony		
Yichud		
Reception Begins		
Dinner		
Dancing		
Event End		

A support letter from Rabbi _____ will be provided 90 days prior to the event.

We plan to have this MAXIMUM number of guests in attendance:	Number	Total
Adults Ages 13+	_____ (\$80/99)	\$ _____
Kids Ages 6—12	_____ (\$60)	\$ _____
Wedding Professionals (Band, Photog. etc.)	_____ (\$35)	\$ _____
Building Rental (6 hours total, beginning at start time)		\$ 750
Additional Hours Building Rental (\$250 per hour)		\$ _____
Mashgiach (\$500 up to 150 guests, \$750 150-250 guests)		\$ _____
Second Floor Rental (optional) (\$500)		\$ _____
Bartender(s) at \$50/hour, 4 hour minimum, one per 75 guests. _____ hours		\$ _____
Dance Floor (\$4/guest ages 6 and older) _____ guests		\$ _____
Sub-Total (add above amounts)		\$ _____
Service Charge (20% of sub-total)		\$ _____
Optional Extras:		
Tent (10' x 40') \$950		\$ _____
Tent (70' x 60') \$4,200		\$ _____
Chairs Folding (\$3.25 each) Number needed _____		\$ _____
Chairs Wood (\$5.25 each) Number needed _____		\$ _____
Tables (\$10 each) Number needed _____		\$ _____
Total (Add the numbers on all lines)		\$ _____
Tax (6% of the Total)		\$ _____
TOTAL CHARGES (Tax plus Total)		\$ _____

- *A non-refundable deposit of \$1,000 must accompany this contract.*
- *Please attach a copy of the menu with your desired choices circled.*

Wedding Contract

For the Wedding of _____ and _____

The Pearlstone Conference & Retreat Center (the "Center") hereby agrees to lease the Center space to you (the "lessee") for the date and time indicated in this contract. The lessee will have non-exclusive use of the Center during the lease period unless otherwise indicated in writing. We are reserving the space indicated in this contract for your expected number of guests. In addition the Center agrees to provide supervised kosher meals, kitchen and service staff for your event as identified on the attached Wedding Menu.

The undersigned lessee agrees to meet all deposit and payment schedules as delineated in this contract and to adhere to all of the terms and conditions delineated in the Wedding Guide. The lessee is liable for any misuse and/or damage to the Center property caused by the lessee or their guests during the lease period.

The lessee agrees to indemnify and hold harmless the Center and any related entity or institutional agency from and against any damage, loss, liability, cost or expense, including reasonable attorney's fees, arising from intentional or negligent acts on the part of the lessee or any of its guest and invitees and any other person or entity associated in any way with the lessee in connection with the use of the Center under this lease agreement. Cancellation by lessee will result in forfeiture of any deposits that have been paid. In the event that any term or condition of this contract shall be unenforceable by law, the remaining conditions of the Contract shall continue in full force and effect.

The performance of the Contract by either party is subject to acts of God or other casualty, war, government regulations, or natural disaster, making it illegal or impossible to provide the Center or to hold the event; therefore, this Contract may be terminated for any one or more of such reasons by written notice of the other party at the time.

The Contract contains the entire agreement of the parties and there are no understandings or arrangements relative to the event that are not expressed here. No waiver, modification, or addition to this Contract shall be valid unless it is in writing and signed by the Retreat Center and the lessee. In addition, the parties agree that this contract shall supersede any and all prior contracts, agreements, or understandings entered into by the parties.

Printed Name _____ Signature _____

Date _____ Address _____

Phone Number _____ Email _____

Accepted for Pearlstone _____ Date _____