

FAQS

THE LIGHTHOUSE AT GLEN COVE MARINA



ASKED AND ANSWERED

YOUR FREQUENTLY ASKED QUESTIONS

Q: Are appointments required or can I simply walk in?

A: All tours, site visits, and meetings at The Lighthouse must be scheduled with our staff in advance to ensure availability.

Q: What is the capacity?

A: The capacity for your event is dependent on the package you choose. To provide you and your guests with the best Lighthouse experience, our packages are intended to serve the following capacities:

- 120 guests for Luxury weddings, Signature weddings, and Special Events (full day)
- 100 guests for Weekday weddings
- 75 guests for Half Day events
- 50 guests for Petite events

If you think your guest count will exceed the respective capacity listed above for your package, please speak with your Lighthouse Representative as an Added Guest Fee may apply to cover the costs needed of additional staffing and maintenance required. Extra tables and chairs are available to add to your package if needed.

If applicable, Added Guest Fees are as follows:

- **Luxury & Signature weddings:** 121-150 guests, \$500; 151-175 guests, \$750; 176-195 guests, \$1,000
- **Special Events: (Full day):** 121-150 guests, \$500; 151-175 guests, \$750; 176-195 guests, \$1,000
- **Weekday Weddings:** 101-120 guests, \$500; 120+ are subject to the above fees
- **Half Day Events:** 76-120 guests, \$500; 120+ are subject to the above fees
- **Petite Events:** 51-75 guests, \$500. 75 guests is the maximum for Petite Events

Please note: indoor seating is limited to a maximum of 150, with outdoor West Garden seating limited to a maximum of 195.

Q: Can I hire a caterer that's not on the Preferred Partner list?

A: We recommend selecting a caterer from our list of Preferred Partners, but you are welcome to hire your own, outside of the list, pending approval by the General Manager and an additional fee. **Note: For Lighthouse-coordinated events, clients must contract a caterer from our Preferred Partners list.**

Q: Can I bring in my own alcohol?

A: All alcohol must be serviced by a licensed and insured vendor. **In any case, there is no self-service alcohol, shots, or kegs allowed.** Many full-service caterers have the capability to serve your purchased alcohol. If you intend for alcohol to be sold at your private event (i.e. you are not purchasing it yourself), you will be required to contract a third-party licensed beverage service company with a valid liquor license. Many beverage vendors provide affordable beverage packages as well as some of our preferred Full-Service Caterers. Please ask your sales representative for guidance or refer to our extensive Preferred Partners list.

Q: Does the venue provide tables and chairs?

A: Yes. All packages include a selection of tables and chairs for your event. The exact amount will vary depending on the package you choose. Additional tables and chairs are available to add a la carte where applicable.

Q: Who sets up and breaks down the tables and chairs?

A: Your package includes the setup and breakdown of venue-provided tables and chairs according to your floor plan by The Lighthouse.

Q: Are plates, glassware, flatware, etc. included?

A: No. These items are to be arranged by your full-service caterer, planner, or an event rental vendor, such as the ones on our Preferred Partners list.

Q: Does the venue have Wi-Fi?

A: The Waterfront Room and Inn have complimentary Wi-Fi; however, we recommend having important documents/media available on a hard drive in case of an outage beyond our control.

Q: Can I provide my own string lighting?

A: All packages include string lighting on the East & West Gardens. Additional string lighting (indoors and outdoors) is permitted but must be installed by an approved professional lighting or rental company.

Q: Do you require insurance for my event?

A: Yes. We require proof of a minimum of a \$1,000,000 policy listing The Lighthouse LLC as additional insured and must include Host Liquor Liability. The Certificate of Insurance is due 60 days before your event and is to be acquired separately. We recommend www.wedsafe.com or www.eventhelper.com. The average cost is around \$175. We also highly recommend event insurance which is separate from liability insurance. Both are available through the websites listed above.

Additionally, vendors are required to provide a copy of their Certificate of Insurance for your event. Please see the Facility Use Policies for more details.

Q: Where can I find the Facility Use Policies?

A: Access, download, and print the Facility Use Policies by [clicking here](#).

Q: Do I need to hire a Coordinator for my event?

A: For all events (weddings and non-weddings), clients must hire a licensed and insured full-service Event Planner and/or Day-of Coordinator/Event Manager who will be present for the duration of the event.

You may hire a vetted Event Planner or Day-of Coordinator from the Lighthouse Preferred Partners list, or you may add Coordination and Day-of Management through The Lighthouse a la carte. Additionally, many of the full-service caterers have event planners, ideal for non-weddings. Please note, if adding Coordination and Day-of Management service through The Lighthouse, it must be added no later than five-months prior to the event date and is subject to availability.

Q: Does The Lighthouse set up personal items and decorations for my event?

A: If your package includes Wedding/Event Coordination and Day-of Management through The Lighthouse, your assigned Lighthouse Coordinator and Coordinator's Assistant will set out personal items and decorations on the day on the event, limited to the following: table numbers, signs with easels, picture frames, seating charts, guest books, card boxes, party favors, place cards. **Please note: these items must come pre-assembled and event-ready prior to your leasing period.** Items not listed above and/or listed items that are not preassembled and event-ready prior to the leasing period are the responsibility of the Client.

Q: What does the "Ceremony Rehearsal" include?

A: For weddings not coordinated by The Lighthouse, the on-site Ceremony Rehearsal includes outdoor-only access for one hour. It is not inclusive of a "Rehearsal Dinner", but this can be booked separately if available. Note: The Sales Office and restrooms may or may not be open during the time of your rehearsal.

Q: Can I play amplified music/use microphones outdoors?

A: Music can be played outdoors at 75 decibels or less until sunset, after which it must be moved indoors. Given that we are situated in a residential area, music must be kept at a reasonable level (at the discretion of The Lighthouse staff). If warnings to turn down music result in neighborhood complaints, we may require outdoor music to be turned off completely. It is also important to note that local laws as it pertains to amplified music are constantly evolving. Should there be any changes to the rules or requirements you will be notified immediately.

Q: Are there any cleaning requirements for the event that I should know about?

A: All packages cover the cost of deep cleaning the Waterfront Room and the Inn after your event. You are required to leave the property free of personal belongings and rentals by the end of the leasing period. In addition, all trash accumulated during the event, including load-in and load-out, must be removed from the premises for off-site disposal otherwise a \$350 fee may apply. Caterers typically offer trash removal services and can direct clients as needed. Please see the Facility Use Policies for more information.

Q: Does my package include overnight accommodation upstairs?

A: Most packages include a one-night stay upstairs for the night of your event. Check-in is 1:00 pm the day of. Check-out is 10:00 am the next day. If it is not included in your package, you may add it a la carte if available.

Q: Can I request an early check-in or late check-out?

A: We can respond to such requests two weeks before your check-in.

Q: Can I add extra nights to my stay upstairs?

A: If available, you may add extra nights at a rate of \$750/per night. Please inquire with the Sales Office 3 months prior to your event for availability.

Q: Can I book the Inn as a separate vacation rental?

A: Yes. The Inn is available to book as a separate vacation rental for a two-night minimum stay. For availability of The Inn, head over to our VRBO Listing by [clicking here](#).

Q: I'm ready to book The Lighthouse. What are the next steps?

A: When you're ready to book, simply let us know and we will create a proposal for your event which includes the Lighthouse Contract. To secure your date, we require a signed contract and 50% paid of the estimated total cost. The exact amount will vary depending on your rental fee. This process can be completed online or in-person.

Q: When is the final payment due?

A: The remainder of your balance is due sixty (60) days prior to your event.

Q: Are there any additional fees?

A: Yes. We require a separate refundable \$1,000 damage deposit, due 60 days before your event. Should no damage to the property be incurred, a refund will be returned to you within 30 days of the event.

Q: Can I add upgrades to my package after booking?

A: Absolutely. Please note that some items are subject to availability and will be available at the current package price.

Q: Can I reschedule my event?

A: In the event you need to move the date of your event, there is a \$500 rescheduling fee to cover additional administrative time. If your new date falls under a different pricing category (i.e. day of week or time of year), you will be responsible for the difference. Alternate dates are subject to availability. Note: If an event is rescheduled less than 90 days out, there may be an additional fee if we are unable to rebook the venue.

Q: What is the cancellation policy?

A: In the event of a cancellation, all payments made to date are non-refundable.

Q: I have a question not answered here. How do I get in touch?

A: We're happy to help. Simply email us at thelighthousegcm@gmail.com (our main method of contact) and we'll get back to you as soon as possible.

YOUR CELEBRATION AWAITS



@rachelcphotos_

FOR QUESTIONS OR CLARIFICATION, OUR TEAM IS READY TO ASSIST YOU
EMAIL US AT THELIGHHOUSEGCM@GMAIL.COM

TOURS AND SITE VISITS ARE BY APPOINTMENT ONLY