

COPPER DOCK



Weddings

498 White Oak Lane
Pocahontas, IL 62275

Event Manager: Linda Heimsath
Phone: (618) 669-CORK (2675)
Email: Copperdockevents@outlook.com

We would like to offer you an unforgettable and enchanting experience for your special event. We can accommodate up to 350 guests and offer you an appealing array of menu items, full-service bar, and comfortable seating for your guests.

Reception Hall & Ceremony Site Rental

Fridays or Saturdays

April thru November \$2800

December thru March \$2500

Chair Covers \$2.00 each

Ceremony Site includes up to 250 chairs.

The rental cost of the reception hall does not include the cost of food and/or beverages, tax, or 18% service charge.

Your reservation will include a wedding liaison, 5 hours of indoor space, tables, tan banquet chairs, ivory, white or black table linens & napkins, china, silverware, and a well-trained professional staff, including bartenders and bussers. Also included is the option for couples getting married at our venue to use any of our inventory items for free on their wedding day. Please note that these items may not be taken offsite and are not available to rent for use outside of our venue. Pricing does not include cost of food, drinks, tax, or service fees.

Reception Packages

Our reception packages are designed to meet your needs. Therefore, the following two tiers are available to choose from. All Tiers are served in buffet style. All packages include refreshments with your choice of water, iced tea and coffee as well as the use of our china, linens, and silverware. Also available for your use, several different types and sizes of platters and bowls.

Tier One - Price Per Guest \$18

- ❖ One Entree
- ❖ One Freshly Prepared Salad
- ❖ Two Side Items
- ❖ Dinner Rolls

Tier Two - Price Per Guest \$24

- ❖ Two Entrees
- ❖ One Freshly Prepared Salad
- ❖ Three Side Items
- ❖ Dinner Rolls

Entrées

Chicken Marsala – Tender breast of chicken sautéed in a Marsala wine sauce with fresh mushrooms

Fried Chicken – Hand breaded and seasoned with our special blend of herbs and spices

Breast of Chicken Parmesan – Hand-breaded breast of chicken topped with mozzarella cheese & marinara

Chicken Toscano – Breast of Chicken in white wine sauce with fresh mushrooms and red peppers

Herb Roasted Round of Beef - Tender roast beef served in au jus

Smoked Beef Brisket – Rubbed with our secret blend of herbs and spices and slowed smoked for 14 hours

Pasta Dish – Penne noodles with your choice of a rich flavored red or white sauce. You may add to your pasta dish a choice of chicken, beef, or a blend of fresh vegetables

Salmon Hand cut fresh Atlantic salmon served in garlic lemon butter sauce (+ \$3 per person)

Filet Medallions –Tender filet of beef with red wine demi-glaze (+ \$3 per person)

Any special entree request will be priced by the chef. Please note that prices and menu options are subject to change per market changes. Three option entrée choices available upon request. Please ask about pricing.

Sides

Garlic Roasted Mashed Potatoes – Red skinned potatoes infused with butter and hint of garlic

Baked Potato Bar – Top with your choice of shredded cheese, sour cream, chives, bacon

Twice Baked Potato – Stuffed with cheddar cheese and twice baked

Fettuccini Noodles – Served with a garlic, butter, and parmesan sauce

Cheese Tortellini – Ricotta stuffed pasta mixed with a rich alfredo, tomatoes, mushrooms & parmesan

Rice Pilaf –Long-grained rice prepared with onions, celery, peas, red peppers, and herbs

Southern Green Beans - Green beans, sautéed onions, bacon, and butter

Copper Carrots – Steamed Carrots in a butter and brown sugar glaze

California Blend – Broccoli, Cauliflower, & Carrots in butter

Salads

Copper Dock House Salad

Iceberg and Spring mix lettuce tossed with cherry tomatoes, red onion and cheddar jack cheese. This salad is served with your choice of two of the following dressings: Poppy Seed, Raspberry Vinaigrette, Blue Cheese, House Ranch, Honey-Mustard, and Italian.

Caesar Salad

Chopped romaine lettuce mixed with our house Caesar dressing and served with Shredded Mozzarella, Parmesan cheese and croutons.

Hors d'oeuvres

These items are not offered as part of your tier choice.

Jumbo Toasted Beef Ravioli - (serves 25) \$100. Served with Marinara

Chicken Wings - (serves 25) \$125. Choices of Hot, Mild, Honey Barbeque or dry rub

Teriyaki or Italian Seasoned Chicken Skewers – (serves 25) \$125

Cheese Platter - (serves approx. 25) \$150. Assorted cheese cubes, sausage, fresh grapes and variety of crackers

Assorted Seasonal Vegetables – (serves approx. 25) \$75. Carrots, Broccoli, Cauliflower, Celery, Cherry Tomatoes, Mushrooms and Ranch Dressing

Bar Option

To relieve any stress, Copper Dock offers a full bar service. Depending on your event needs, our fully stocked bar is available as a cash bar, open bar, or we can work out other options to meet your expectations. Copper Dock is able to accommodate all your needs and our bartenders will take care of serving your guests throughout the event.

CASH BAR

A cash bar requires your Guests to pay for their own alcoholic beverages on consumption.

HOST BAR

A host bar allows your Guests to order from a full array of wine, beer and spirits available at Copper Dock. The final bar tab is based on consumption and is paid by host at the conclusion of the event.

LIMITED HOST BAR

A limited host bar allows your Guests to order from a specific selection of wine, beer and spirits that you have chosen prior to the start of event. The final bar tab is based on consumption and is paid by host at the conclusion of the event.

We also offer the following beverages to you and your guests:

Draft beer is available for \$295 each per half barrel and must be pre-paid by the host.

Specialty Craft beer barrels available on request. Please ask for current market price.

1-Case of wine (12 bottles per case) of mixed house wines \$210.00 per case.

1-Case of wine (12 bottles per case) your choice \$275.00 per case.

Sangria (Peach or Strawberry) or Margarita for 25 - \$125.00 or for 50 - \$250

Soda \$100 (flat rate per 150 guests – no charge for refills). \$.50 per guest over 150

Additional Services

Cutting of the Cake

Copper Dock will provide cake cutting for a nominal fee of \$100. This fee includes napkins, cake plates and plastic forks. Please ask your bakery to provide cutting instructions and a box for your left-over cake.

If you plan on cutting your own cake, Copper Dock will not furnish any supplies needed for serving your cake. Please remember to bring your own cake plates, napkins, and plastic forks for serving your cake or cupcakes, etc.

Pastries, cakes, cupcakes, cookies, and other outside bakery items must be from a licensed bakery.

Releasing of Tables

To ensure a smooth flow at the buffet line, it is suggested to have your DJ/Band release tables one at a time, starting with the head table, parents, and special guest tables; however, Copper Dock can release tables for a fee of \$50.

Wedding Rehearsal

The wedding party may utilize the pavilion facility for the ceremony rehearsal at no charge if available. Rehearsals are to be scheduled Tuesday thru Friday with the Event Coordinator. Please be sure to communicate in advance with your officiant the details for your wedding. The rehearsal is the responsibility of the couple and their officiant. The event manager will attend upon request only.

If weather permits, the upper dock can be reserved for a rehearsal dinner. Order from our restaurant menu.

Comparison Worksheet

Hall & Pavilion Rental		\$ _____
Tier One	\$18 x _____ Guests = \$ _____	
Tier Two	\$24 x _____ Guests = \$ _____	
Chair Covers	\$2.00 x _____ Guests = \$ _____	
Linen Color _____		
Additional Services _____		
Toasted Beef Ravioli	\$100 x _____ = \$ _____	
Chicken Wings	\$125 x _____ = \$ _____	
Chicken Skewers	\$125 x _____ = \$ _____	
Veggie Platter	\$75 x _____ = \$ _____	
Cheese Platter	\$150 x _____ = \$ _____	
Open Host Bar Limit		\$ _____
Case of Wine	\$ _____ x _____ = \$ _____	
Soda Unlimited		\$ _____
Half Barrel	\$ _____ x _____ = \$ _____	
Specialty Craft Barrel	\$ _____ x _____ = \$ _____	
18% Service Charge food and/or drinks:		\$ _____
Estimated Event Total: \$ _____		
NOTES: _____		

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Case of Wine	\$ _____ x _____ = \$ _____	
Soda Unlimited		\$ _____
Half Barrel	\$ _____ x _____ = \$ _____	
Specialty Craft Barrel	\$ _____ x _____ = \$ _____	
18% Service Charge food and/or drinks:		\$ _____
Any Other Charges		\$ _____
Estimated Event Total: \$ _____		
NOTES: _____		

Event Contract

Date of Event _____

Name of Primary Contact _____

Names of Couple _____

Address _____

Telephone _____ Email _____

Arrival Time for Bride/Bridal Party _____ Arrival Time for Groom/Groomsmen _____

Use of Bridal Suite (2 hrs prior to ceremony) _____

Estimated Guest Count _____ Guest Arrival Time _____ Ceremony Time if using pavilion _____

Time to Open Bar _____

Final count, menu choices and final payment due 14 days prior to event.

Time to Serve Appetizers _____ Time to Serve Dinner _____

No. at head Table _____ No. of tables _____ No. of Chairs at each Table _____

Cake Table _____ Location _____

Snack Table _____ Location _____

Gift Table _____ Location _____

Guest Book Table _____ Location _____

Favors Table _____ Location _____

Any other special tables: _____

Do you allow Copper Dock permission to use pictures from your event on social media and our website? Yes or No

Notes: _____

Credit Card Information

A credit card needs to be on file even if not to be used for all items.

Name on Card _____ Type of Card _____

Billing Address _____

Card Number _____ Expiration _____ CVV _____

As the host and responsible party for this reservation, I have read and completely understand the above terms and conditions of this contract. At least one signature required.

Signature: _____ Date: _____

Signature: _____ Date: _____

Event Coordinator accepting reservation: _____ Date: _____

Terms and conditions of this contract subject to change upon written notice to host.

RECEPTION HALL/CEREMONY SITE RENTAL: \$ _____

TOTAL ESTIMATED CHARGES: \$ _____

Initial Retainer Fee: \$ _____ Payment Method _____

Payment \$ _____ Payment Method _____

Payment \$ _____ Payment Method _____

Payment \$ _____ Payment Method _____

Payment \$ _____ Payment Method _____

Initial Retainer fee is required to book your event. Payments can be made as you like with final payment due 14 days prior to your event.

Policy Information

General Information

All events require a signed contract, a valid credit card, and 50% of the Hall/Pavilion rental fee as your retainer fee. Copper Dock requires a minimum guest count of 100 guests during the months of September and October. The winery does not close to other guests during weddings. The contact person listed on the contract is the ONLY person that has the authority to make changes to any aspect of the event. The venue opens at 10 am for vendors and yourself to arrive the day of your event.

All events must end no later than 11 p.m. This does not include persons who are assisting you in the collection of your personal items. Please inform your DJ/Band, Photo Booth, and other vendors of closing time.

The Get Ready Room is available for two hours prior to your scheduled wedding. If more time is required, there will be a \$50 fee to use this room. Please limit the bridal room to your bridal party only. This room is for the comfort of the bride and her bridal party to freshen up before the wedding ceremony or photos. Copper Dock will not be responsible for damaged or lost items located in the room. No food or alcoholic beverages are to be brought onto the property but is available for purchase. If any alcohol is brought onto Copper Dock property by you or any of your guests, there will be a \$100 charge added to your account.

Copper Dock is a non-smoking facility. Smoking is permitted 15 feet away from the doors outside of the building.

Please note that children are welcome, however, children must always be accompanied by an adult.

Billing and Deposits

To reserve your event date, 50% of the hall fee as a down payment will be required to retain your date. **This retainer fee is non-refundable.** Upon receipt of this initial retainer, we will begin working with you on the details and facilitation of your event. This down payment is credited towards final payment.

For your convenience, we will accept payments in any frequency in which you determine prior to the final payment. Final payments for any balance owed on your reservation is due fourteen days prior to the event.

Any additions made to the contract can be discussed with the event coordinator upon request. Any additional costs added after your initial meeting date with the event coordinator must be paid before your event date.

Attendance Guarantees

A minimum guarantee of attendance is due fourteen days prior to your event. Guarantees cannot be lowered after this date. If no guaranteed final count is provided at fourteen days prior to the event, you will be charged for this guarantee or for the actual number that attend, whichever is greater. Copper Dock will assume the guaranteed number of attendees is the original number noted on the contract.

Any increase in final number will be due with your final payment.

Policy Information Continued

Exclusive Catering Services

We DO NOT allow any outside food or beverages (alcoholic or non-alcoholic) to be brought onto the premises, except for cake, cupcakes, snacks, or candy.

Menus for your event must be finalized at least fourteen days prior to your event. Please note that prices and menu options are subject to change due to increase market changes.

All temperature sensitive foods will remain available for two hours only, per State Health Department laws. Any left-over items will remain property of our establishment. We will not package any take home items.

Beverages

Copper Dock's liquor license & state liquor laws do not permit outside liquor of any kind to be brought onto the premises whether by our patrons or their guests. Guests may be asked to leave if they do not comply. All alcohol is provided on site by Copper Dock. Copper Dock reserves the right to deny service to persons under the influence of alcohol. In accordance with the Illinois State Law, alcoholic beverages will not be served to anyone under the age of 21 years. Any guest caught violating this policy will be asked to leave immediately. The bartender will examine identification card before any alcohol is served.

Event Set-Up & Decorating

Our reception hall and pavilion will be available to you at 10:00 am on the day of your event. If there is nothing scheduled the day prior to your event you are welcome to decorate. This must be scheduled with the Event Coordinator. You will be responsible for the removal of all personal items immediately following your event. Copper Dock will not be held responsible for any items left behind. If you hired a decorator, florist, rental store, private business/person to set up your decorations, please have them remove all items including boxes and trash at the end of your event. If you have any questions about placement of tables and chairs, please do not move without talking to the Event Coordinator. If any tables or chairs are relocated and the walls or floors are damaged a fee for the repairs will be added to your account.

Copper Dock will not permit affixing of anything to the walls, floors or ceiling with tacks, nails, carpet tape or other adhesives. No lifting of ceiling tiles is permitted. Please speak with the event coordinator about displaying your decorations and large items. No confetti, glitter, or colored feathers will be allowed inside or outside the reception hall including balloons filled with confetti. We ask that you use flameless candles, when possible, otherwise no open flame allowed, but ok in a vase or container with water. Candles are not allowed in the get ready room.

Copper Dock has 3000+ décor items free of use the day of your event. Copper Dock may provide decorating services at an additional charge. Please inquire with the Event Coordinator.

Policy Information Continued

Cancellations

If cancellation is necessary, you must speak to the Event Manager in person or by phone. A cancellation form must be signed. If your cancellation is less than 90 days prior to your event, 25% of your total contracted event cost will be collected. If you cancel less than 30 days prior to your event, 50% of your total contracted event cost will be collected. If a cancellation occurs 7 days or less prior to your event, 100% of contracted event cost will be collected. For contracts signed post 2/1/2020 COVID, or any other local, regional, or global health crisis will not result in a return of your non-refundable retainer. If State or National government agencies mandate a closing during your contracted event date, we will work with you on selecting a mutually agreeable alternative date. **Initial Retainer Fee is non-refundable.**

Rain & Severe Weather Policy

Copper Dock is not responsible for any “Acts of God” regarding weather or other occurrences; however, the staff will do everything it can to make your event as comfortable and enjoyable as possible.

In the event of rain, the cut off time to determine if your wedding is held at the pavilion is four hours prior to your event. This is a safety concern for your guests and Copper Dock staff. It will be your responsibility to have alternate plans ready. Copper Dock will try to assist you with alternate plans. (This will only apply to a full package wedding)

Liability

Liability for damage to the premises will be charged accordingly. Copper Dock cannot take responsibility for personal property and equipment brought on the premises. Copper Dock will not assume responsibility for any lost or damaged articles left in the bridal dressing room, banquet hall or pavilion. You, as the host, are responsible for the conduct of your guests and for any physical injuries or damages that occur to your guests, our staff or our property.

I have read and understand the conditions outlined on the preceding pages of this agreement and agree to comply with said conditions. Client agrees that all other verbal and/or contracts prior to this date are null and void. This contract outlines the final arrangements made. All other verbal agreements beyond this agreement date by the client or Copper Dock shall be in writing and signed by both parties.

Please sign and date

Frequently Asked Questions

When are my menu selections, alcohol selections and guest count due?

14 days prior to Event date.

Can Copper Dock accommodate guests with special diets?

Yes. Please advise at least 14 days prior to the event.

Are we allowed to bring in food?

You are allowed to bring in snacks only (pretzels, popcorn, cookies, candy, cake, cupcakes). Copper Dock does have a complete kitchen staff that will create delectable meals for your reception

When will the hall be available to decorate if no other event scheduled?

Please call 618-669-2675 14 days prior to event to check availability.

How and what can be used to apply my decorations?

Do not use the following: tacks, nails, tape of any kind, glue of any kind. When in doubt, please ask. Do not remove Copper Dock decorations without consulting with the coordinator.

Are there any limitations to what can be used to decorate?

Yes. We ask that you do not use confetti or shredded material of any kind.

Can rose petals be used during my wedding ceremony?

Yes, we ask that the petals are real if outdoors and artificial is indoors.

Are there any limitations to what can be used at the ceremony site?

Yes, balloons and especially balloons with confetti inside. Release of lighted lanterns are not permitted.

Can I have candles?

Yes, but we ask that they are not open flame – in a vase or container with water.

Can I have sparklers?

Sparklers with wooden stems are acceptable. Please consult with event coordinator.

What if it rains the day of the wedding?

Please make decision to move to reception hall 4 hours prior to ceremony.

Does Copper Dock have a microphone or speakers to use at the ceremony site or reception hall?

No. There is no microphone available or speakers available. There are electrical outlets that you may plug into and use accordingly. Your DJ/band will provide this and all audio equipment.

Can we leave personal items in the get ready room until after the ceremony?

If possible, please remove items from room prior to reception. Door will be locked after reception starts.

Can we leave our decorations until the next day?

In some cases, you may be able to leave decorations. Please make arrangements with the event coordinator if you would like to pick up the next day. If possible, please take with you after the reception ends.

Where do we go to get a marriage license?

Copper Dock is located in Bond County. An application can be found online at: bondcountyiil.gov/county-clerk. Under the "I want to" tab, click on Marriage License. There is a portal which allows you to file online and when the license is ready you pick up at 206 W. Main in Greenville, IL. Located next to the People's Bank.

Is there an officiant available to Copper Dock?

Most ask a friend, pastor or relative to officiate. You can do a Google search for officiants near Pocahontas, IL. Call and interview to find one that suits you both.

Measurements

Guest tables: 27 rounds, 72" in diameter

Tablecloths measure 108" in diameter

22 – 8' rectangle tables

3 – 6' rectangle tables

1 Wine barrel cake table – 36" top, 41" tall

2 Cocktail tables 36" diameter, 43" tall

1 Cocktail table 30" diameter, 43" tall

Ceremony Site Arbor: 12' high, 16' across top, 12' deep

4 wine barrels 35" tall, 22" diameter across top

1 small round granite top table 29.5" tall, 30" top

8 Wood Benches – 8' in length

Aisle length under roof: 28', 18' to front pavilion

Reception Hall: 59' x 75' for tables & chairs

Foyer: 13' x 13'

Cake Area background drapes/lights: 8' x 8'

Keg servings: 1874 total oz = 165 – 12oz pours or 124 – 16 oz pours

Preferred Vendor List

Photographers:

Voegele Photography -618-654-7291
Highland, IL

Pancho3 Photography & Videographer
314-374-9673

Bakeries

Patty Cakes - 618-654-8180
Highland, IL

It's a Piece of Cake -618-644-3888
St. Jacob, IL

The Cup – GF options - 618-656-2287
Edwardsville, IL

Berkemann's Bakers Dozen - 618-588-4233
New Baden, IL

Florist

Widmer Floral – 618-654-6465
Highland, IL

Floral Designs by Cindy – 618-664-0133
Greenville, IL

Krupp Florist – 618-233-8593
Belleville, IL

Limos & Shuttles

Barton Limousine – 833-546-6748

Livin It Up Transportation & Photobooth
217-821-9083

Zee Express – 618-248-5655

Southern Bus & Mobility – 618-526-4131

DJs

Night Magic Entertainment – 618-235-5800

Even Flow DJ Service - 618-530-6178

Duo – Lanny & Julie – 618-623-1324
Edwardsville, IL

Photo Booth & DJ – 618-463-1880
Gray Events

Wedding Decorators

Black Box Events: 618-526-6070
Receptions by Robin: 618-526-8978

Hotels

Baymont Inn & Suites - 618-651-1100
Highland, IL (8 miles East)

Powhatan Motel – 618-669-2233
Pocahontas, IL (1.2 miles)

Comfort Inn - 618-664-9700
Greenville, IL (10 miles West)

Sure Stay Hotel - 618-664-3030
Greenville, IL (10 miles West)

Holiday Inn – 618-667-2301
Troy, IL (23 miles East)