NO PHOTOS OR VIDEO FROM THE WEDDING CAN BE POSTED WITHOUT KIERSTEN AND CHRISTIAN'S PRIOR WRITTEN APPROVAL (EMAIL COUNTS), AND ONLY THE IMAGES THEY APPROVE. THIS APPLIES TO HEIRLOOM AND SHOULD BE ADDED TO THE PHOTOGRAPHER'S CONTRACT BEFORE SIGNING.

Kiersten Wineburner + Christian Trzaska: October 16, 2027

Kiersten + Christian: 1038 Avery Ridge Circle, Lake Zurich, IL 60047
Kiersten: kierstenwineburner@gmail.com | 309-840-5589
Christian (CJ): christiantrzaska@gmail.com | XXX
Package: Heirloom Full Planning
Wedding website: XXX

Notes:

- Est. 100 guests
- Saturday, October 16, 2027. Ceremony (outdoor), cocktail hour, and reception all at Acre 17 in Ottawa, IL
- Venue access 9:00AM to 12:00AM (includes the added getting-ready hour and end-of-night hour)
- Everyone (guests and vendors) must be out within 1 hour of the event end, or there's a $500 overtime fee
- Two separate contracts: the venue rental (Five Fingers Holding LLC) and bar + ceremony (Acre 17 LLC). Each one is paid and cancelled separately
- Kiersten and Christian are joint decision makers. Heirloom takes direction from both of you together

Venue: Acre 17 Weddings & Events ($12,000.83)
Frank J. Meents, Five Fingers Holding LLC | Phone: XXX | FiveFingersHolding@gmail.com
3401 North State Route 23, Ottawa, IL 61350

- ~~$6,000.83 paid at signing (10/13/26, by card)~~
- $3,000 due 4/19/27
- $3,000 due 7/19/27
- Any remaining balance (extra services) due 30 days before (9/16/27)
- Breakdown: $10,500 rental + $150 extra morning hour (9 to 10AM, getting ready) + $400 extra end-of-night hour (11PM to 12AM) + 5% admin fee + 3.5% card fee. No sales tax on venue rental
    - Side note: 5% admin on $11,050 is $552.50, but the contract shows $545 (5% of $10,900). Small, but let's confirm the right number
    - The admin fee shows up on the invoice but isn't mentioned anywhere in the rental terms
- The 3.5% card fee ($405.83) was calculated on the full total. If you pay the last two installments by check, does that fee come off? That would save about $200

- Payment by check (payable to Five Fingers Holding LLC), cashier's check, money order, or card (+3.5%). Returned check or declined card is $100. They can charge the card on file if a payment is 30+ days late
- Disputed charges must be raised in writing within 10 business days of the invoice
- Need to be aware of:
    - Caterer documents due 30 days before (9/16/27): COI naming Five Fingers Holding LLC as additional insured ($1M general liability), workers' comp, and food service license
    - All décor submitted for approval 30 days before (9/16/27). Heirloom will handle this submission
    - Rehearsal is scheduled by Acre 17, about 30 days before (mid-September 2027)
    - Pets: $250 per pet, approved in writing by 10/9/27 (7 days out), leashed and with a handler who isn't in the wedding party. $500 fee if a pet shows up unapproved
- Hours and spaces:
    - Venue buyout for up to 300 guests. Rental is 10AM to 11PM, plus the two added hours = 9AM to 12AM
    - If the event ends at 12AM, everyone must be out by 1AM
    - Tables, chairs, ceremony chairs, restrooms, and parking are included. Fire tables included at no charge
    - Acre 17 "may" provide table and chair setup/breakdown and an on-site event manager
- None of the space checkboxes are marked on the contract (Grand Acre Ballroom, Half Acre Ballroom, outdoor and indoor ceremony sites, bridal and groom suites, Barrel Bar, Forge Bar/Patio, Overlook Patio). Can Acre 17 confirm in writing that the buyout includes all of them?
- What is the rain plan, and how much is the indoor ceremony flip fee?
- Does Acre 17 handle table and chair setup and breakdown, and who is our on-site manager that day?
- What time can vendors load in, and where do they park and eat?
- Can the rehearsal be held Friday 10/15/27 instead of 30 days out?
- Catering: must be from the approved list (Bernardi's, Chic Chef, My Chef). Anyone else needs written approval
    - The caterer brings all china, flatware, glassware, linens, and staff, and must clear everything out at the end of the night
    - You're financially responsible for any damage caused by the caterer
- Décor rules:
    - Only fully enclosed candles (glass or lanterns). No open flame
    - Nothing attached to walls, floors, windows, or ceilings (no nails, tape, or adhesive)
    - No glitter, confetti, rice, birdseed, or helium balloons
    - Sparklers only on paved surfaces and per city rules. No fireworks unless approved in writing (Acre 17 can quote a fireworks display)

    - Restoration fee up to $500 plus actual costs if prohibited items cause damage or extra cleanup. Biohazard cleanup is $250 per incident
- Vendors are responsible for their own setup, breakdown, and removal. No overnight storage
- All vendors are strongly encouraged to carry $1M general liability and send proof 30 days before (9/16/27)
- You're responsible for guest conduct and any damage by guests or vendors. Damage is documented within 96 hours after the event
- Smoking only in designated outdoor areas. Venue can ask to lower the volume
- Permits for the event are on the couple, if any are needed
- Contract notes to fix:
    - Footer spells the last name "Trzarka" on every page. Christian is listed as "CJ Trzaska"
    - Email on file is kwineburner@yahoo.com, not the Gmail you use with us. Which one should the venue use?
- Can you send the full venue policies, the approved caterer list with current contacts, and a floor plan so we can document on our end?

Bar + Ceremony: Acre 17 LLC (est. $11,480.74)
Zoie Beard, Sales Manager | 815.433.4284 | zoie@acre17.com
3401 North State Route 23, Ottawa, IL 61350 | Info@Acre17.com

- Nothing paid yet
- 50% of the estimate due 2 months before (8/16/27)
- Remaining balance due 30 days before (9/16/27), based on the final count
- Anything over the deposit after the event is due within 7 days of the final invoice
- Estimate at 100 guests:
    - Premier package $60pp + extra bar hour $10pp = $7,000
    - Outdoor ceremony fee $1,500
    - 18% service fee ($1,530) + 5% admin fee ($425) + 7.5% sales tax ($637.50) = $11,092.50 by check
    - $11,480.74 if paid by card (+3.5%)
    - All-in, the bar works out to about $91 per guest by check
    - $6,000 beverage minimum. At $60pp you hit it at 100 guests; with the extra hour ($70pp) you hit it at 86 guests
- The contract says the 18% service fee applies to "beverage charges," but the estimate also charges it on the $1,500 ceremony fee ($270). Can Acre 17 confirm?
- The service fee is a labor charge, not gratuity. Tipping bartenders is up to you
- Need to be aware of:
    - 60-day meeting (around 8/17/27): pick the bar package and get the wine add-on pricing
    - 45-day meeting (around 9/1/27): setup details
    - 30-day meeting (9/16/27): final guest count, split into 21+ and under 21. You're charged for the guaranteed count even with no-shows

- Premier package includes:
    - Draft beer (2 house kegs), domestic and import beers, seltzers, premier wines and spirits
    - 2 signature cocktails during cocktail hour, champagne toast, coffee service, non-alcoholic beverages
    - Bartending staff, bar setup and breakdown, equipment, ice, and garnishes
    - Estimated staffing: 1 venue coordinator + 2 bartenders. Acre 17 sets final staffing. Satellite bars cost extra
- Under-21 guests: non-alcoholic package is $10pp (not counted yet)
- Optional wine add-on (possibly The Prisoner), sourced by Acre 17. All-in pricing by the 60-day meeting
- Bar hours:
    - Packages cover up to 5 hours, and you added a 6th hour
    - Bar closes 30 minutes before the contracted end time. Last call is 30 minutes before that
    - No shots with any package, and double pours may be limited
- Can we confirm bar start and end times now, so the 6 bar hours line up with the guest timeline?
- Package pricing is released January 1 and takes effect April 1 of the event year, but the contract also says prices are locked once the deposit is paid (which isn't until 8/16/27). Are your 2027 prices ($60pp and $10pp) locked now?
- Is 2 bartenders enough for 100 guests during cocktail hour, or should we plan for a third? What would that cost?
- No outside alcohol at all. If found, it's taken, the guest may be asked to leave, and the bar can be shut down without refund
- You're asked to share the alcohol policy with the wedding party and help arrange safe rides home
- Payment by check (payable to Acre 17 LLC), cashier's check, money order, or card (+3.5%). Disputes within 10 business days of the invoice

Catering: XXX ($XXX)

Approved list: Bernardi's Catering (Tony Bernardi, 815.257.2587) | Chic Chef (Lucy Ptasinskas) | My Chef (Dominick Scafidi)

- Comparing Chic Chef and My Chef
- The venue lists the same phone number for Chic Chef and My Chef (630.717.1167). What is the correct number for each?
- Whoever you book must send their COI (naming Five Fingers Holding LLC), workers' comp, and food license by 9/16/27
- Caterer provides all china, flatware, glassware, linens, and kitchen staff
- Is cake or dessert cutting included, and is there a fee for an outside dessert vendor?

Photographer: XXX ($XXX)

Contact: XXX

- Please send the contract before signing so we can add your photo approval rule
- Check: hours, second shooter, travel fees to Ottawa, vendor meals, and image rights

Hotel Room Block: XXX

Contact: XXX

- Heirloom can set up a courtesy block (no penalty for unbooked rooms) for out-of-town guests
- HAYLIE QUESTION: Should we source a block in Ottawa now, and do we need a second, lower-cost option?