



SAMPLE WEDDING CONTRACT – Rev #_____

Date:
Client Name:
Address:

Phone: Bride cell 000-000-0000 email
 Groom cell 000-000-0000 email
 Res.

The following is an agreement between _____ and _____ (herein referred to as “_____”). It outlines specific conditions and services to be provided. All prices herein are quoted in Canadian funds and are subject to applicable taxes. If decided upon -menus attached are as separate addendums and should be signed & returned with this contract in the mail to this address: _____.

I. OFFICIAL FUNCTION DATE: day/month/year

II. BANQUET SPACE - FOOD & BEVERAGE- all space based on a minimum of # guests

A Friday

Informal BBQ on the patio 7pm – basic host bar (wine, beer, well & punch) until end of dinner only
Informal Karaoke in Lux Lounge 9:30pm– use main bar for service, cash bar
Silver BBQ Menu attached - \$17.95
Late Night Bonfire – set up & wood \$45.

B Saturday

The Indoor Bar or Outdoor Patio is reserved for cocktail reception at 6:45pm (Outdoor \$175. 2nd bar)
“Signature Cocktail” served in champagne flutes upon arrival at entrance
Punch, red wine, white wine, and beer & mixed drinks from well to be served (no martinis, specialty drinks although these are for sale & can be obtained from the inside bar.
Hors d’oeuvres \$00. pp

Ghosts Dining Room is reserved for Wedding dinner at 7:30pm
Bala Bay Inn Wedding Package for 80 @ \$ _____. Per guest includes:
Cocktail Reception on Patio with Crudités & Dip Platter
Ghosts Dining room for your dinner
Silver Wedding Menu- 2 choices (3rd for 2or 3 vegetarians), 4 courses – menu attached
White table linens & glass candles & votives
Wine with Dinner (1 bottle for every 4 guests) – plus extra purchase of approx 25 bottles
Complimentary accommodation one night
One Glass of sparkling wine for toasting (additional bottles available on request)
Coffee & Tea at Midnight set up in Bar
Wedding Coordinator on site day of wedding

Lux Lounge is reserved for cake cutting ceremony, speeches & slide show 9pm
Sliced cake, tea and coffee then set up buffet style in Ghosts.
Hotel to provide screen & laptop for slide show no charge. Stagevision Rentals can arrange for projector: Jason at 705-687-2233 ext 5961 based in Gravenhurst at Taboo.

Ghosts or Lux Lounge reserved for dancing 9:30pm to 12:30am
Socan music fee \$80.



Lux Lounge as 2nd bar ready at 9pm – regular host bar avail (no martinis etc to be offered but guests could purchase on their own at main bar) \$____. Flat fee. Options to control /cap costs: guests pay a toonie for all drinks or hand out elegantly printed drink tickets upon their arrival possibly with bonbonbierre.

Late Night Snack 12:00am – regular pizza size \$____. Per person (2 slices each) served in Bar.

- The minimum number for dinner on Saturday 12th, 2009 is 80 people. The final guaranteed number of guests is required no later than 14 days prior to the event date. Client will be billed for guaranteed number or actual attendance, whichever is greater.
- Beverage prices are based on consumption at Banquet Prices – Host receives 15% off regular list prices. Bala Bay Inn must provide all food & beverage items for your event in accordance with Ontario Liquor Laws and it is understood and agreed upon by the parties here that the service and consumption of alcohol beverages be in accordance with the provisions of the Bala Bay Inn liquor license (i.e. the waterfront/fire pit is not a licensed area.) All food and non-alcoholic beverages are subject to 8% PST, 5%gst and 15% service. All alcoholic beverages are subject to 10% PST, 5%gst and 15% service charge.
- The parties accept responsibility for the actions of any of their guests, which in the discretion of employees or management of Bala Bay Inn require the discontinuation of service to the guests.
- Last call for bar service is 12:30am with all entertainment and bar service ending at 1:00am.
- It is understood & agreed upon by the parties hereto that Bala Bay Inn is obligated to collect appropriate SOCAN (Society of Composers & Artists) fees for a license to perform at any event, including music with or without dancing as per federal Tariff No.8. Fees are based upon guest attendance and costs will be born by hotel.

C. Sunday

Basic hotel continental breakfast in Ghosts room 8am to 10pm is included in price of room.

Option of adding:

- a) Hot Breakfast Buffet of Eggs, Pancakes, Bacon & sausage or
- b) Smorgasbord Gourmet Brunch Buffet

REQUIRED BY CUT OFF DATES

6 weeks prior – _____

Menu selections and agenda for ceremony & reception

Preliminary seating arrangements & updated #of guests attending

Notification of any outside suppliers with confirmation of their set-up requirements. This includes but is not limited to entertainers, DJ's, florists etc.

14 days prior – _____

Final guaranteed number of guests attending dinner

III. DININGROOM SET UP, LINEN & DECOR

Bala Bay Inn will provide & set up & tear down all tables with white linen & napkins, colored tea lights based on floor plan worked out with wedding coordinator 14 days prior to wedding. Any set up & décor may begin at 2pm. Sound system will be available for playing ipod music in dining room. Microphone available for speeches in Ghosts dining room and Lux Lounge. Satellite music available to play in Lux Lounge. Any additional linen costs needed for outside reception would be billed to master, at this time there has been no request to have white linen on these tables. For groups of 65 or less rounds can be used but would need to be rented @ \$0. Ea. Hotel would need to supplement their supply of long banquet tables by 8 for same rental cost. The hotel has in inventory and can offer at no cost 60 white captain chairs and 40 brown banquet chairs with white satin covers.

IV. CEREMONY

Ceremony to take place at Windsor Park or Jasper Park 6pm. Wedding party to book with the township or local church. Muskoka Party Rentals to provide chair rentals for park wedding at \$0.00 per chair, \$000. For pick up & delivery. Wedding party to place order. Hotel employees could be made available to assist with your beach set up/ tear down for nominal \$00. Per hour charge. To keep cost down the hotel suggests that you have someone from the wedding party there to assist & ensure chairs are set up as you like them. Hotel to provide small table no charge.



V. RECREATION

Weather permitting, Bala Bay staff will set up & supply wood for bonfire on Saturday evening for \$00.00. Bride & Groom to appoint someone to keep an eye out. Outdoor area of hotel is not licensed and therefore no consumption of alcoholic beverages is permitted. Bride & Groom Trivia at BBQ. Tour of Cranberry Marsh meet in parking lot at 11am. For a complete list of options please see separate event/recreational list provided.

VI. LIABILITY

It is understood and agreed upon by the parties hereto that Bala Bay Inn shall not be responsible in any manner for damages to the premises or property at Bala Bay Inn caused by "_____" Wedding party, invited guests of the "_____" Wedding, and any of their agents or employees (i.e. DJ's, photographers etc). The "_____" Wedding agree and undertake to indemnify Bala Bay Inn against any and all claims and expenses presented by any person, firm or corporation for any damages as a result of the negligence of their wedding party and guests. A portion of the room deposit may be withheld to cover the cost of damages to the hotel by the wedding party or guests, if any. Bala Bay Inn is obliged to provide estimates for any necessary covered repairs in advance of commissioning the work.

It is understood and agreed upon by the parties hereto that should Bala Bay Inn be unable to perform the services set out in this contract as a result of strike, flood, fire, hydro failure, force majeure, cessation of business, change of ownership, Act of God or other unforeseen circumstances "_____" will be notified immediately and any deposits received by the Bala Bay Inn from "_____" will be fully refunded to them.

All goods must arrive at Bala Bay Inn on the day of your parties arrival. It is your responsibility to arrange for off loading of equipment shipped by suppliers. Bala Bay does not accept responsibility for goods received prior to or left after departure. A fee for storage and labour will apply unless other arrangements are made. We will do our best to accommodate storage of perishable items but our fridge space is limited so advanced arrangements must be made with your wedding coordinator.

VII. ACCOMMODATION

All rates quoted are in Canadian Funds, per night, include continental breakfast & are subject to provincial accommodation tax 5%, and GST 5%. Discounted rates are available for those booking in advance.
\$_____ per room, Saturday and \$_____ per room Friday.

Room Block Policy

The following Room Reservation Block represents the current room block under the group name "_____". Your guests will have the option to book any of the rooms presently being held for your guests. Bala Bay Inn does not guarantee accommodation availability of any specific room types, as rooms are booked on a first come, first serve basis. It is strongly recommended that guests of the wedding make their reservations as early as possible prior to the date noted below. The rooms will be held until _____ at, which time all rooms, will be released into general inventory.

Present Room Block for "_____" Wedding

Rooms required to be booked: ALL 34 rooms (exclusive use of hotel) on Sat. _____ and ___#___ rooms on Friday for a total of ___#___ room nights. This Group Reservation Block will be confirmed upon receipt of deposit & this signed contract by Bala Bay & Bride & Groom.

Deposit Policy For All Rooms Blocked

In order to guarantee the above room block, Bala Bay Inn requires a cheque payable to "Bala Bay Inn" for the amount of \$_____. The deposit is fully refundable once all 68 room nights have been paid for in full at check out on Sunday. Deposit on any rooms not booked as of release date (i.e. less than ___#___ will be owed to "_____" and will be credited against final balance owing on the master account.



Reservation Method:

All individuals will be responsible for making their own accommodation reservations by calling Bala Bay Inn Reservation department at toll free number 1-866-268-1453 and giving the group name “_____”. During the off-season the hotel is closed so it will be necessary to leave a message. Preferably guests should e-mail info@balabayinn.com with “_____” in the subject line. Our reservationist will get back to them more quickly. Please inform us by email (kward@balabayinn.com) when you have posted your invitations or have released accommodation instructions to your guests so we can anticipate a peak in calls.

VIII. HOUSE POLICIES

- Bala Bay Inn is a non-smoking hotel - this includes all rooms & public areas. There is a smoking area on the outside patio.
- Bala Bay Inn is a pet free environment.

IX. DEPOSIT & PREPAYMENT POLICY

The approximate value of this contract excluding rooms (food & beverage portion) is \$00 including taxes and gratuity. Please see attached excel spreadsheet “Wedding Budget Estimate” for explanation as to how we came up with this figure.

In order to reserve the dates for your wedding, Bala Bay Inn requires deposit cheques for:

- Rooms
 - Deposit #1 \$0000.00. For exclusive & reserved block of all rooms due now
- Food & Beverage (5 equal installments that add up to approx 95% of contact value)
 - Deposit #2 \$0,000. Due now
 - Deposit #3 \$0,000. Due 3 ½ months before
 - Deposit #4 \$0,000. Due 6 weeks before
 - Deposit #5 \$0000. Due 1 week before
 - Final \$0000. Final 10% due Sunday morning upon review of bill.

Bala Bay Inn requires that 95% of the contract value is pre-paid prior to the wedding date based on the estimate above. This estimate is based on # guests and may change based upon final guaranteed numbers (up until cut off date of and if _____ make any additions. An additional deposit may be required should the details or size of your event change. All of the deposits will be applied to final billing invoice. In the event of over payment all monies will be refunded one day following the event. In the event of under-payment all balances will be due upon check-out. Please provide post-dated cheques with your signed contract. We require a credit card and signed authorization for any final balances processed at check out.

If “Master Account” privileges are being established please provide a list of individuals who have Master Account signing authority, as well as any expenditure limits you wish to impose. This will help to protect your budget.

X. CANCELLATION:

In the event of cancellation of the entire booking, the initial deposit is non refundable. Bala Bay Inn will make every attempt to resell function space, food, beverage & accommodations and subsequent deposits will be refunded only if the hotel can rebook the space to an alternate client for the same estimated contract value as supplied by hotel based on original numbers supplied by “_____”. If the value of the contract with the alternate client is less than the estimated contract value provided to “_____” herein, subsequent deposits may be forfeited in whole or in part. If the hotel does not rebook the space despite using its best efforts to do so, all deposits that were made up until day of cancellation are non refundable. Notice of cancellation must be received in writing /email to initiate cancellation of contract.



Confirmation and acceptance of this agreement will become final once the hotel receives this signed contract by Bride & Groom along with all deposit cheques.

Accepted on Behalf of Bala Bay Inn

Box 258
3063 Muskoka Road
Bala, Ontario
P0C 1A0

Signature: _____

Name: Kim Ward
Title: Proprietor
Phone #: 416-460-6979 (cell)
Email: kward@balabayinn.com

Date: _____

Accepted Bride: _____

Accepted Groom: _____

Name: _____

Address: _____

Phone # _____

Email: _____

Date: _____