

# *SandCastle Resort Wedding Rental Agreement*

## **Menus**

Our wide variety of appetizers, entrées and desserts has been designed to offer you the customer flexibility in creating a menu. We would welcome the opportunity of creating a special menu for you.

## **Choice of Menu**

When selecting your menu, please remember that for each function the menu must be identical for all guests attending. Special dietary substitutions are available (in limited quantities) and must be arranged well in advance of the function. Menu Choices must be made 1 week prior to your function.

## **Food from Outside the Inn**

Due to Provincial health regulations, we do not allow any outside food or drink to be brought into the facility other than dainties (on trays) and wedding cakes. It is the wedding parties' responsibility for the setup and display of wedding cakes. No food and beverage items may be removed from the function room, or stored on your behalf for a later function. **Registered overnight guests** (18 maximum) who have rented the entire first level may consume outside food and beverages on the lower deck or in the common meeting area on the first level where a kitchenette equipped with a microwave, sink and fridge is located.

## **Guaranteed Attendance**

A guaranteed number of overnight guest rooms is required at time of booking. A guaranteed number of guests attending your food and beverage function is required one week prior to the event. If the number is not received, the estimated number of guests at the time of booking will be taken as the guarantee for billing. The resort will prepare 5% more food based on your guarantee. Should the actual attendance be greater, the difference will be added to the bill.

## **Prices**

All prices (menu and packages) are subject to change, but are guaranteed six (6) months prior to the event. All food and beverage is subject to 15% gratuity and G.S.T. Please contact us for further details on children's pricing.

## **Method of Payment**

A non-refundable deposit and credit card number is required to confirm bookings. The resort currently accepts cash, debit, cheque or credit card as method of payment. The estimated balance is due one week prior to the function, with final payment settled upon departure.

## **Facility Use**

Areas not outlined in your rental agreement are restricted to registered overnight guests. The resort maintains a No Shoe policy for areas other than the banquet room.

## **Holidays**

Functions held on statutory holidays are subject to a labour surcharge.

## **Security**

The resort cannot assume liability or responsibility for damage or loss of personal property or equipment left in the function room. We also reserve the right to inspect and control all private functions, including conduct and performance of entertainers and audible levels of music.

## **Damage Deposit**

We reserve the right to charge the customer for all damages incurred outside of normal usage situations. This amount will not be charged providing the facility is left in the original state prior to the function (ie cleanliness, free from damages etc).

### **Alcoholic Beverages**

Alcohol brought in from outside the facility is only to be consumed in private bedrooms. **Registered overnight guests** (18 maximum) renting out the entire lower level may consume alcohol on the adjacent deck or first level common area. Alcohol wishing to be consumed in other common areas (banquet room, upper decks, games room, turret etc.) must be purchased from SandCastle Resort. Alcohol is forbidden around the hot tub and permitted only in designated pool areas when purchased from the resort in accordance with provincial liquor legislation. **Glass is forbidden in the pool and hot tub areas as well as around the outside fire pit.** Violation of these policies may result in fines.

### **Decorations**

To avoid damage to wall coverings, we do not allow the use of strong tape, tacks or any other attachments for any decorations, posters, flyers or written materials to the walls or doors. All decoration use must receive prior written consent from the resort. Please contact us with further inquiries. Service charges of \$25 per hour will apply for weddings requiring extensive decorating or clean up of sparkles, confetti, etc.

### **Music**

A Licence must be obtained from the society of Composers, Authors and Music Publishers of Canada (SOCAN) if any music (live or recorded) is to be played in the facility.

### **Cancellation Policy**

Cancellation should be received in writing. Should cancellation of a confirmed reservation occur within three months of your event, a cancellation fee of 50% of the estimated revenue derived from the event will apply. This amount is transferable to another date for up to 6 months. A 75% cancellation fee will occur within one month of the event unless the space is resold. Cancellation of a confirmed reservation less than seventy-two business hours prior to the date of arrival will incur a cancellation charge of 100%.

### **Start and Finish Times**

Starting and ending times as set out in your contract are to be strictly adhered to. The space is only booked for the time indicated. For your convenience wedding ceremonies will commence after 4 p.m. Surcharges will apply for guests showing up prior to 3:30 or departing more than ½ hour after the ending time. Set-up and dismantling times are to be specified at the time of booking. We are unable to guarantee your decorating time until 1 week prior to your Wedding Day.

### **Gratuity/Tax**

A 15% gratuity will be added to the food portion of your bill. GST and PST & LCT is applied to the balance of your bill.

Groom's Name \_\_\_\_\_

Date \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Bride's Name \_\_\_\_\_

Date \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Credit Card # \_\_\_\_\_