

WEDDING CONTRACT

Bride and Groom: _____

Wedding Date: _____

Package: _____

Package Price (including tax): _____

Deposit Schedule:

1st Deposit – 50% Package: _____

Final Payment – Remainder Package: _____

1st Deposit – 50% Catering: _____

Final Payment – Remainder Catering: _____

I _____ hereby agree to the following terms:

- ❖ Provide deposit and payments on time according to the deposit schedule.
 - 1st deposit of package is to be paid upon confirmation of booking.
 - Final payment of package is to be paid 1 month prior to event.
 - 1st deposit of catering is to be paid upon menu selection and guest count.
 - Final payment of catering to be paid 2 weeks prior to event.
 - In the case of last minute changes to catering refunds/extra charges may apply.
- ❖ Comply with all cancelation policies: All 1st deposits are non-refundable, penalties will apply to any cancelations without notice at least 1 month prior to event.
- ❖ Catering Services are to be provided by Best Western Regency approved vendors.
- ❖ Comply with all catering terms: 15% gratuity, no taking extra food home, corkage fees and minimum \$300.00 in liquor sales if bartending services are ordered.
- ❖ Best Western is not responsible for any lost or damaged items left on property after the event has taken place.
- ❖ Provide a \$300.00 damage deposit refunded upon inspection of space.

Signature: _____

Date: _____



Stay with people who care.

