



# Initial Wedding Contract: Policies & Terms

Cameo Heights Mansion

and

[insert name of Bride and Groom]

## Personal Note of Thanks and Commitment:

*We know there are many choices for your wedding destination. Thank you for considering Cameo Heights Mansion. If you choose our venue for your wedding, we will endeavor in every way to make your wedding here a beautiful experience, stress free, and awash with unforgettable memories.*

*Sincerely,*

*Lawanda Hatch, wedding coordinator*

*Alan & Deanne, owners of Cameo Heights Mansion*

**General Wedding Policies:** This *initial wedding contract* specifies the general terms, conditions and policies of all wedding packages at our wedding venue. Once approved and signed, both parties will be bound by the terms of this contract.

**Reservation Deposit:** WE do not book a wedding until a *non-refundable wedding deposit* has been made. We will, as a courtesy, put a block on the rooms for 24 hours in order to give you time to contact friends and family to confirm the date and reach a final decision. The reservation deposit varies as follows:

Essential Elopement & Vow Renewal:	\$750
Essential Afternoon:	\$1,000
Elegant Afternoon:	\$1,500
Private Affair:	\$2,000
Formal Affair:	\$3,000
Grand Affair:	\$4,500

**Cost and exact services are not included in this contract:** Specific wedding arrangements to customize and organize your exact dream wedding will be worked out with our wedding coordinator. She will schedule a tour of the mansion where different options and locations will be explained and illustrated.

**Reservation invoice:** Lawanda will input all the customized items you request into a package which will be invoiced and sent to you for your approval and confirmation. This invoice will specify the details, including cost and quantity. When approved by you, the current invoice will constitute the *financial contract* for all wedding arrangements. Any changes that are made and approved by both parties thereafter will be confirmed by sending you a new copy of the reservation invoice.



**Service Fees, Gratuities, and Taxes:** All wedding expenses, including dining and lodging will have an automatic service fee of 20%. This covers all gratuities to staff and compensation to the wedding coordinator as well as any gratuities to therapists, limo driver and salon personal. None of the service fee stays with the company but is all distributed to staff and professional providers.

Washington state sales tax in Walla Walla County is 8.6%. (Some service items are exempt from the Washington state sales tax.) Against the suites are levied not only sales tax but an additional lodging tax of 1.5% for a total of 10.1%, sales and lodging tax combined.

**Other Payments:** All projected costs on the approved invoice, less the initial deposit, will be due 45 days before the wedding. Any remaining balance for incidentals such as alcohol and beverages will be due at check out.

**# of Guest Persons:** As your arrangements are being made, you will be asked what your expected guest count will be. We expect to know that target number by 45 days before the wedding. Some weddings, such as the *Essential Elopement*, have no event fee and preclude any outside guests. Meanwhile the *Essential Afternoon* also has no event fee but does allow for guests on a per person fee basis. All other wedding packages have a built-in event fee and there is NO extra charge per person except as it relates to the catered dining expenses. (See the *Cancellations* section below for details about what happens if, later, there are cancellations or changes to the head count.)

**Children staying at the Mansion:** The normal policy regarding children at the Mansion is "No children under 18." The owners of Cameo Heights Mansion love children but the Mansion is not very kid-proof as it was built to host romantic retreats, not family reunions. If you will be requesting the privilege of having some children at the Mansion for the wedding, please discuss it with our coordinator at your first opportunity. For us to approve that, we require that a chaperone will be designated for each child at all times such that they are always chaperoned.

For purposes of billing, children are treated as adults.

**Limited time at the Mansion:** Different styles of wedding at Cameo Heights have different approved times of arrival and departure for all guests whether staying at the Mansion or only guests for the wedding. For staying guests, check-in is at 3:00PM and check-out on the day of departure is at 11:00AM. Those times are guarded carefully because we have to assure ourselves that we have time to have the rooms ready for your check-in and to ready the rooms for guests arriving after your departure. Afternoon weddings, where Cameo Heights Mansion is not exclusively reserved that night for your wedding party, must plan that all activities including departure of non-staying guests are completed by 3:00PM. This allows that all other guests coming to Cameo Heights Mansion guests after your wedding will have unfettered access to all areas of the Mansion. If you need more time to prepare for the wedding that this schedule allows, you have two choices:



- You can buy for \$50/suite an additional three hours allowing a check-in as early as 12:30PM and a check-out as late as 11:30AM instead of 11:00AM, our standard departure time. (We will put on more staff, as necessary, to allow this early arrival and extended stay to happen.)
- Or, better yet, you can arrange that there one or more rooms booked the night before so that guests, especially the bride, can have a tranquil place to prepare herself, without being rushed, on the morning and afternoon of her wedding day.

**Evening Curfew:** Generally speaking, all wedding/reception activities are to be concluded by 11:30pm and all guests not staying at the Mansion will have made their departure.

**Guest Parking:** There are designated parking areas for all guests who have reserved a room at the Mansion. Guests who are not staying over but are here only to participate in the wedding and reception are NOT to park inside the landscaped area. One of the reasons for this is to insure that photos taken during the wedding will not have cars in the background. We will provide ample parking spaces around the perimeter of the Mansion for all guest parking. In most cases, we will be providing a parking attendant to direct arriving guests as to where to park.

**Wedding Itinerary:** Our wedding coordinator, Lawanda Hatch, in consultation with you, will prepare a wedding itinerary that should be followed to insure that all the details of your dream wedding are given full expression and the wedding proceeds smoothly.

**Food Catering:** We reserve the right to exclusively provide all food catering services at the Mansion. Breakfasts are complimentary to anyone staying at Cameo Heights Mansion. Additional breakfasts for outside guests returning for breakfast are \$25 per person. Non-alcoholic and alcoholic beverages may be purchased on a cash bar or account basis.

**Punctuality:** To keep our costs as low as possible, we depend upon an efficiently run wedding. If the start of the wedding, or pre-wedding appointments with any of the professionals, are delayed for any reason, there will be a surcharge of up to \$800 for every hour later than the schedule that is agreed upon between you and the wedding coordinator. To make sure your wedding runs as smoothly as possible, all services will be coordinated and timed by that schedule. At management discretion, this surcharge for the lack of punctuality will be split out to all those who have experienced increased costs due to any delay of the services. We will allow a grace period of 15 minutes. If delays are longer than that, prorated charges will begin from the point of the original delay in the schedule. (The exact charge, though never more than \$300, will be up to management discretion depending upon the number of professional persons affected by the tardiness.)

**Alcohol Policy:** For any group use of the Mansion, we do not allow any alcohol of any kind to be brought on premise during any of the days of your group's stay. We have a resale wine and beer permit and because of our liability with the state, we must responsibly sell and distribute all alcohol that is consumed on the property during all days of any group event which includes weddings, family parties, or any other exclusive group use of the Mansion. We invite you to choose from our great selection of outstanding local wines and beers which we will sell and serve to any guests who request them. As



required by state law, alcohol service will be responsibly limited and controlled. All of the wedding guests will be your responsibility as well as ours. No guest will knowingly be over-served.

This is a definitive policy. There will be NO alcohol brought into the Mansion...period. This applies to all wine, beer, and spirits. We will confiscate and hold in the office any beer, wine, or spirits that are brought onto the premise for group consumption before, during, or after the wedding event.

**Damage Deposit:** You will be responsible for incidental damage that may occur as a result of this wedding package. This responsibility will be secured through a damage deposit of \$1000 paid by check 30 days before the wedding event. This damage deposit in the form of a check will not be deposited but held at the Mansion. If there is a need for professional cleaning to remove stains on carpets, bedding, etc. or the replacement of broken or damaged items not related to normal wear and tear, it will be charged against the damage deposit by depositing the check and refunding the balance. If no unusual damage is detected (like in almost all previous weddings at the Mansion) it will be returned un-cancelled to the name and address on the damage deposit check.

**Cancellations:** Three intervals are relevant to this discussion of unexpected cancellation:

- *Before 45 days-out-period begins:* You may cancel all arrangements up to 45 days before the wedding, in which case, you will forfeit only the nonrefundable deposit payment.
- *Between 45 days-out and 30 days-out:* If there is a cancellation after 45 day out period begins, when full payment is due and payable, and before the 30 days out period begins, we will refund all food catering charges, food gratuity, and ½ of the service fee and ½ of all contracted services.
- *Inside the 30 days out period:* Cancellations inside the 30 days-out-window and before the 14 days-out-period, will have refunds only of the ½ of food catering costs and gratuity.
- *14 days-out-period:* Cancellations inside the 14 days-out-period, will have no refunds.

**Please Date and Sign:** By your signature, you are indicated that you agree with and are willing to abide by all the conditions and terms of this contract.

\_\_\_\_\_  
Date

\_\_\_\_\_  
J Alan or Deanne Fielding of Cameo Heights Mansion

\_\_\_\_\_  
Groom

\_\_\_\_\_  
Bride