

# Contract for Wedding Package at Bandon Crossings

Event: \_\_\_\_\_ Date: \_\_\_\_\_

Wedding and reception venue for 50 guests, lodging at A Home on the Range, and golf for 4	4299
Add \$250 for a total of 51-70 guests, or add \$500 for a maximum of 90 guests	+
Subtract \$200 for October – April	-
Subtract \$100 for Sunday - Thursday	-
<b>Total package:</b>	<b>=</b>

Payment Schedule:	Amount	When payment is due	Amount paid	Date Paid
<b>Package Deposit</b>	2000	Due at booking to hold date		
<b>Package Balance</b>		60 days prior to event:		
<b>Security Deposit</b>	750	Due 30 days prior to event:		
<b>Beverage Service</b>	*	Due 30 days prior to event:		
<b>Linen Order</b>	*	Due 30 days prior to event:		

\*(see worksheet for costs)

## **Wedding Package Fee includes:**

- Reception in the Cypress Room including tables and chairs
- Bar set up and one bartender for up to 5 hours, serving beer, wine and champagne
- Gift Table, Sign in Table, Cake table, D.J table with chair
- 3 Hours to Decorate on the day of wedding
- One hour rehearsal previous day, subject to availability
- Golf Cart usage for Photo shoot- staff will transport the Bride and Groom with photographer to photo location
- One Complementary bottle of Champagne
- Large screen smart TV with wireless connection for wedding slide show or videos in the Cypress Room
- Portable wireless sound system with microphone available upon request
- **Two nights lodging** for up to 16 people in A Home on the Range
- **Golf for four with cart** and range balls during the week before the wedding

Bandon Crossings is a public facility and there may be additional events being held at the golf course at the same time as your event. If you want exclusive use of the golf course for that day, contact us for pricing. **Initial Here** \_\_\_\_\_

**Payments:** All payments for weddings must be in the form of cash or check made out to Bandon Crossings Golf Course. If you wish to pay with a credit card there will be a processing fee of 3.5% added to the final bill. Any returned checks are subject to a \$50 fee. **Initial Here** \_\_\_\_\_

**You Agree To Pay A Security Deposit of \$750.00.** A separate cash, check or money order made out to Bandon Crossings will be due at final payment, 30 days prior to event. This will be refunded within 2 weeks less any charges for damage or extra person or other related charges.

After the conclusion of the event the facility will be examined for any damages which might have occurred resulting from the event and or your guests who attended the event. If the management finds that no damages or extra charge have occurred, the security deposit would be refunded in full. If damages are found, the costs will be itemized and deducted from the security deposit. You also agree to pay any additional costs or labor resulting from additional services or damages. Property damage, missing items, bar overages, excess cleaning, excessive trash removal and/or other charges incurred by Bandon Crossings or A Home on the Range will be deducted from your deposit. You will receive a check, minus any damages, in the mail within two weeks of event at your contact address.

**Initial here** \_\_\_\_\_

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## **Refunds/Cancelations**

Package Deposit is non-refundable. If you need to cancel your date then you will lose your deposit. There is the option to transfer it to a different date, but it must be approved by Bandon Crossings.

Balance of Package Price is due 60 days prior to event date. If you need to cancel your event once you have made this payment, you will NOT get a refund of the package price.

Final head count and Payment for Beverages are due 30 days before the event date. If you cancel the event after these deadlines, then you will receive a refund on only security deposit. **Initial Here** \_\_\_\_\_

## **Beverage Service**

Bandon Crossings serves Beer, Wine, Hard Ciders seltzers, etc. A limited bar with liquor can be offered but will require special permitting and additional costs.

If you choose a No Host Bar, your total tab must reach a minimum of \$500 or you will be billed \$45/hr. for the bartender plus cost of alcohol. For 71-90 guests an additional server will be required at \$100/event.

Up to 2 choices of draft beer can be selected, as well as bottled beer, wine and champagne. Assortment of non-alcoholic beverages is available. 20% Service charge is added on for all hosted beverage services. Plastic beer and wine cups are provided with basic bar set up. You may supply glassware if desired from a rental company or your own supply. We do not have dish washing facilities.

At Bandon Crossings we believe in drinking responsibly and reserve the right to refuse service to anyone. Bandon Crossings is obligated to operate under the guidelines of the Oregon Liquor Control Commission. Marijuana use is not legally allowed on the premises by state law. Alcohol service will end at least 1 hour prior to the end of the event. If at any time our staff deems that the situation is not under control, we reserve the right to cease alcohol service, and terminate the event if necessary.

No outside beverages can be brought on premises without written consent and are subject to a facilities/corkage fee. Outside beverages can only be served by licensed Bandon Crossings personnel. Unopened outside beverages unused at the end of the event can be removed from the premises. **Initial here** \_\_\_\_\_

## **Outside Vendors**

You will need a person to coordinate outside vendors and inform us of who and when they will be coming on property. You will be responsible to fill out our Wedding information sheet. **Initial here** \_\_\_\_\_

## **Caterer**

You must select a licensed caterer to supply food for an event. They will be responsible for setup, service, cleanup and trash removal for the food served. **Initial here** \_\_\_\_\_

## **Outside rentals**

You may work with a rental company for furniture, décor, linens, dishware, etc. Delivery and pickup must be scheduled in advance. Additional tents are discouraged and must be pre-approved. **Initial here** \_\_\_\_\_

## **Linens**

If you choose to use the table linens owned by Bandon Crossings (\$14/cloth cleaning fee), any damage or non-removable stains will incur replacement charges. We can assist you in ordering specialty linens. **Initial here** \_\_\_\_\_

## **Décor**

Candles must be artificial; no flames allowed. Decorations must be free-standing; nothing can be hung from walls or beams. Decoration plans must be pre-approved. No confetti, glitter, rice, birdseed, or loose artificial or real flower petals or wedding sparklers. Any additional cleanup required will be paid using the security deposit. Please designate who is in charge of "Cleanup" of your decorations, etc. **Initial here** \_\_\_\_\_

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## **Wedding Rehearsal**

A tentative one-hour rehearsal will be included. Rehearsals need to be on time and completed by 6pm and are secondary to actual events and may need to be rescheduled. **Tentative Date** \_\_\_\_\_

## **Wedding Schedule**

We have a preferred schedule, which can be modified somewhat, however our weddings are afternoon and early evening events, and all events must end no later than 9:30 pm. **Initial here** \_\_\_\_\_

## **Photography and Golf Cart Policy:**

Two golf carts can be used for photographer and Couple onto the course for bridal photos. Use of golf cart will be for 30 minutes only and accompanied by staff for safety. Photos cannot be staged on any of the golf greens. For your safety and the enjoyment of all, please be aware of the golfers on the course and yield to them when necessary. Please advise your wedding party and guests to wear flat shoes for walking on grass and uneven ground. Please plan to do all other photos around the event space and along the Cypress trees.

## **Children In Attendance**

Children are the sole responsibility of their parents or legal guardian. Please inform your guests with children of the following: Children must be properly **supervised by an adult at all times**. Children are not allowed on the golf course or grounds unless accompanied by an adult and greens fees are paid for. **Initial Here** \_\_\_\_\_

## **Putting Green**

Putting greens require precise management and don't respond well to excess traffic. **The green near the Cypress Room is off-limits for everyone.** **Initial Here** \_\_\_\_\_

## **Pets are not allowed**

Pets are not allowed at the golf course or the house. Please advise all guests. If an owner does not immediately remove their pet(s) there will be a minimum \$200 deduction from the security deposit. **Initial Here** \_\_\_\_\_

## **A Home on the Range Rental Contract**

The responsible party for the rental of A Home on the Range must read and agree to a special contract for rules and policies of the vacation rental home, and make a booking payment of \$20, thereby putting a credit card on file. A 7 day hold on a credit card for \$500 will serve in lieu of an additional security deposit. **Initial here** \_\_\_\_\_

## **Liability for Personal Property**

Bandon Crossings is not responsible for any items brought to the facility for an event. All items for an event must be removed at the conclusion of an event. NO personal items can be left overnight. You agree to be financially responsible for any damage by their guests or independent contractors during an event. **Initial here** \_\_\_\_\_

## **Event Liability Insurance**

Event Liability Insurance coverage for your event is required. Bandon Crossings, LLC must be named as an Additional Insured, and copy of the policy must be provided at least 14 days before the event. This may be an addendum to a homeowner's policy. Bandon Crossings can assist with a rider through their policy. **Initial here** \_\_\_\_\_

## **Non-Performance:**

Bandon Crossings shall not be liable or non-performance of this contract when such non-performance is attributed to an act of God or other cause which is beyond reasonable control of Bandon Crossings, preventing or interfering with their performance.

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**I have read the above information and agree to abide accordingly:**

Responsible Party 1 signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name: \_\_\_\_\_ Your role: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Responsible Party 2 signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name: \_\_\_\_\_ Your role: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Bandon Crossings representative signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name: \_\_\_\_\_