

WEDDING VENUE CONTRACT

Event Date: Saturday, June 22, 2024

Contract Date: November 15, 2023

Wedding Couple: Emily Richardson & Michael Torres

VENUE INFORMATION

Hotel: Luxury Hotel Napa Valley

Address: 456 Vineyard Road, Napa Valley, CA 94558

Event Coordinator: Sofia Martinez, Wedding & Events Manager

Phone: (707) 555-0198

Email: s.martinez@luxuryhotels.com

Emergency Contact: (707) 555-0199 (24-hour line)

CLIENT INFORMATION

Bride: Emily Jane Richardson

Address: 789 Hillside Drive, Palo Alto, CA 94301

Phone: (650) 555-0234

Email: emily.richardson@email.com

Groom: Michael Anthony Torres

Address: 789 Hillside Drive, Palo Alto, CA 94301

Phone: (650) 555-0235

Email: michael.torres@email.com

Emergency Contact: Susan Richardson (Mother of Bride)

Phone: (650) 555-0236

Relationship: Mother of Bride

EVENT DETAILS

Wedding Date: Saturday, June 22, 2024

Guest Count: 150 confirmed guests

Event Timeline:

- **Bridal Suite Preparation:** 9:00 AM - 4:00 PM
- **Photography Session:** 2:00 PM - 4:00 PM (Vineyard & Gardens)
- **Ceremony:** 5:00 PM - 5:30 PM (Garden Pavilion)
- **Cocktail Reception:** 5:30 PM - 7:00 PM (Terrace)
- **Dinner & Dancing:** 7:00 PM - 11:00 PM (Vineyard Ballroom)
- **After-Party:** 11:00 PM - 1:00 AM (Private Lounge)

VENUE SPACES & SETUP

Ceremony Venue

Location: Garden Pavilion with vineyard backdrop

Capacity: 150 guests (ceremony seating)

Setup: White Chiavari chairs with ivory cushions arranged in 10 rows

Altar: Rustic wooden arch with seasonal floral arrangements

Sound System: Wireless microphone system for officiant and readings

Weather Contingency: Indoor ceremony option in Sonoma Ballroom

Cocktail Reception

Location: Terrace overlooking vineyards

Setup:

- 4 high-top cocktail tables with ivory linens
- 2 full-service bars with premium liquor selection
- Lounge seating area with vintage furniture
- String lighting and market umbrellas

Service: Passed hors d'oeuvres and signature cocktails

Reception Dinner

Location: Vineyard Ballroom

Setup:

- 15 round tables seating 10 guests each
- Ivory linens with burgundy napkins
- Gold Chiavari chairs
- Centerpieces: tall and low arrangements alternating

- Dance floor (20' x 20') with professional lighting
- DJ/Band setup area with stage risers

CATERING & MENU SELECTIONS

Cocktail Hour Menu (5:30 PM - 7:00 PM)

Passed Hors d'oeuvres (4 selections):

- Ahi tuna tartare on sesame crisps
- Wild mushroom and goat cheese tartlets
- Prosciutto-wrapped asparagus spears
- Mini beef Wellington with horseradish cream

Signature Cocktails:

- "Emily's Garden" - elderflower gin fizz with lavender
- "Michael's Old Fashioned" - bourbon with orange and cherry
- Wine selection: Local Napa Valley wines (Cabernet, Chardonnay, Rosé)
- Premium open bar throughout event

Wedding Dinner Menu (7:00 PM - 10:00 PM)

First Course (Choice of):

- Burrata with heirloom tomatoes and basil oil
- Caesar salad with parmesan crisp and anchovies

Main Course (Pre-selected by guests):

- Herb-crusted rack of lamb with rosemary jus (65 guests)
- Pan-seared salmon with lemon dill sauce (55 guests)
- Vegetarian: Eggplant Napoleon with roasted red pepper coulis (30 guests)

Sides (Family Style):

- Truffle mashed potatoes
- Grilled seasonal vegetables
- Wild rice pilaf

Wedding Cake:

- Three-tier vanilla cake with raspberry filling
- Buttercream frosting with fresh flower decorations
- Cake cutting service included
- Additional dessert: Mini chocolate lava cakes

ACCOMMODATION BLOCK

Guest Room Block: 25 rooms reserved for June 21-23, 2024

Room Types:

- 20 Deluxe King Rooms @ \$295/night (wedding rate)
- 5 Vineyard View Suites @ \$425/night (wedding rate)

Bridal Suite: Complimentary Premium Suite for wedding night

Amenities: Late checkout (2:00 PM), champagne and chocolates, rose petals

Booking Deadline: Guests must book by May 1, 2024 to receive group rate

Booking Code: Richardson-Torres Wedding

PRICING & PAYMENT SCHEDULE

Venue & Catering Costs

Ceremony Venue Rental: \$2,500

Reception Venue Rental: \$3,500

Catering (150 guests @ \$165/person): \$24,750

Premium Bar Service: \$4,200

Service Charges (22%): \$7,677

Wedding Cake: \$850

Additional Fees:

- Bridal suite preparation: \$500
- Extended hours (after 11 PM): \$800
- Photography venue fee: \$300
- Ceremony sound system: \$400

Subtotal: \$45,477

Tax (14.5%): \$6,594

TOTAL CONTRACT VALUE: \$52,071

Payment Schedule

Deposit (50%): \$26,035.50 due upon contract signing

Second Payment (30%): \$15,621.30 due 60 days before event (April 23, 2024)

Final Payment (20%): \$10,414.20 due 14 days before event (June 8, 2024)

Accepted Payment Methods: Check, bank transfer, or credit card (3% processing fee)

SPECIAL SERVICES & ENHANCEMENTS

Included Services

- Dedicated wedding coordinator for event planning and day-of coordination
- Complimentary menu tasting for up to 4 people
- White linens, china, glassware, and silverware
- Basic sound system for ceremony
- Cake cutting and serving
- Coat check service
- Parking attendant service

Optional Add-On Services

Floral & Decorations:

- Bridal bouquet and boutonnieres: \$450
- Centerpieces (15 arrangements): \$1,875
- Ceremony arch florals: \$650
- Additional lighting enhancements: \$800

Photography & Entertainment:

- Preferred vendor list provided
- Load-in coordination for vendors
- Power and staging area provided
- Security for valuable equipment

POLICIES & TERMS

Cancellation Policy

More than 365 days: Full refund minus \$1,000 administrative fee

181-365 days: 50% refund of payments made

91-180 days: 25% refund of payments made

Less than 90 days: No refund, full payment due

Force Majeure: Natural disasters, government restrictions, or venue closure will result in full refund or date change option

Change Policy

- Guest count may be reduced up to 7 days before event (no increase after final payment)
- Menu changes accepted up to 30 days before event
- Venue layout changes subject to availability and may incur additional fees
- Major changes to timeline or setup may require contract amendment

Alcohol Service Policy

- All alcohol must be purchased through hotel (no outside alcohol permitted)
- Service ends at 1:00 AM per local ordinance
- Hotel reserves right to refuse service to intoxicated guests
- Designated driver program available through concierge

Damage & Liability

- Couple is responsible for damages caused by wedding party or guests
- Adequate wedding insurance recommended (minimum \$1 million liability)
- Venue is not responsible for personal items left on property
- Children must be supervised at all times

VENDOR COORDINATION

Preferred Vendor List Available For:

- Photography and videography
- Floral and decorative services
- Entertainment (DJ, band, specialty acts)
- Transportation services
- Beauty services (hair/makeup)

Vendor Requirements

- All vendors must provide certificate of insurance
- Load-in/load-out times must be coordinated with venue

- Vendor meals available at reduced rate (\$35/person)
- No open flames or candles without approval

CONTACT TIMELINE

12 months before: Initial menu planning meeting

6 months before: Final guest count and menu confirmation

3 months before: Final timeline and vendor coordination

1 month before: Final details meeting and walk-through

1 week before: Final guest count and seating chart

Day of event: Coordinator available 7 AM - 2 AM

SIGNATURES

Luxury Hotel Napa Valley

Signature: _____

Name: Sofia Martinez

Title: Wedding & Events Manager

Date: November 15, 2023

Bride

Signature: _____

Name: Emily Jane Richardson

Date: November 15, 2023

Groom

Signature: _____

Name: Michael Anthony Torres

Date: November 15, 2023

Emergency Contact Information:

- **Venue Emergency Line:** (707) 555-0199
- **Wedding Coordinator Cell:** (707) 555-0200
- **Venue Manager:** (707) 555-0201

This contract constitutes the entire agreement between the parties. Any modifications must be made in writing and signed by both parties. This agreement is governed by California law.