**Wedding Booking Form**

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| --- | --- | --- |
| **Wedding Date** | **1.-**  **2.-**  **3.-** |  |
| **Full Name of the Wedding Couple** |  | Same sex wedding |
| **Type of ceremony** |  |  |
| **Estimated Number of Guests Attending** |  |  |
| **Wedding Package of Your Preference** |  |  |
| **Wedding Couple Arrival and Departure Date 3 days 2 nights prior wedding day required** | **Arrival:**  **Departure:** |  |
| **Extras above the package Inclusions** |  |  |
| **Locations & Time** | Please let us know below the locations you will be interested in. Once we receive the Inquiry form, we will confirm availability. | |
| **Ceremony Location & Time:** | **Location:** | **Time:** |
| **Cocktail Location & Time** | **Location:** | **Time:** |
| **Reception Location & Time** | **Location:** | **Time:** |
| **Additional events Location & Time** | **Location:** | **Time:** |
| **Back up:** | **This venue will be determinate by the wedding planner based on the number of guests you have** | |
| **Wedding Couple Home Address**  Address / City / State / Province/ Country of Residence   /   ZIP CODE |  | |
| **Wedding Couple E-mail Address** |  | |
| **Wedding Couple Phone Number** |  | |
| **Travel Agent Name & Agency**  **if you are working with one** |  | |
| **Travel Agent Email address & Phone Number** |  | |

**BOOKING PROCESS**

1. After the wedding booking form, you will receive the wedding contract, we kindly will ask you to read it carefully and sign if you are agreed.
2. A deposit would be required at moment of signing the wedding contract, please share the payment confirmation with us to [mayela.romero@secretsresorts.com](mailto:mayela.romero@secretsresorts.com)
3. After the deposit confirmation you will receive the wedding confirmation letter.

**PAYMENT AND DEPOSIT**

1. A Deposit is requested at the moment of signing this agreement.
2. 50% of the total of the wedding must be covered 60 days before the wedding day.
3. Full payment is requested 20 days prior to the ceremony- event date or upon arrival at the meeting with the wedding planner. Hotel does not take any checks in property.
4. If the couple made a deposit for a complimentary wedding package, the deposit will be applied towards any upgrades that the couple adds on. If the couple does not purchase any additional amenities for the wedding itself, this credit may be applied to charges upon check-out (phone charges, spa treatments, logo shop purchases, etc.). If for any reason this credit is not used in full, the remaining balance will be refunded via wired transfer after 2 weeks of departure.

**BEACH FEDERAL GOUVERMENT TAX**

Since January 10th, 2022 Tulum government request a permission to use the federal beach, for any kind of event that we celebrate without exceptions on the beach, as a governmental instruction we must request the permission at least 15 days prior to the event to the ZOFEMAT department after this time the location cannot be changed, and the money cannot be returned.



**Hotel - Beach transportation:** Please consider that we can’t privatize the guest transportation for an event, we highly recommend hiring a private transportation.

**Hotel Shuttle hours:** 9:00 am to 6:00 pm | services are each 30 minutes & take’s 15 minutes to be at the beach club.

**EXTERNAL VENDORS FEES – ACCESS**

The services of external providers apply to services that are not contracted through the hotel. other suppliers booked outside of the hotel are subject to a surcharge as follows:

**PHOTOGRAPHER…………………………. $500 USD**

**(up to 2 ppl)**

**MAKEUP – STYLIST …………………………$500 USD**

**(up to 2 ppl) This Fee can be avoided if the vendors book a room for at least 1 nights.**

**AV EXTERNAL VENDORS ARE NOT PERMITTED.**

**FORNITURE, FLOWERS & DÉCOR ARE NOT PERMITTED.**

**LIVE MUSIC ……………….……………………$500 USD**

**OFFICIANT / PRIST ……….……………………$400 USD**

**Cancellation Policy:**

The wedding can be canceled six or more months prior to the confirmed date without penalties.

If the wedding is canceled within six months, the non-refundable deposit will be kept as a penalty.

Thank you for choosing **SECRETS TULUM RESORT AND BEACH CLUB**

we are glad to assist you in creating a lovely and memorable wedding just the way you want it.