



Initial Wedding Elopement Contract/Vow Renewal: 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.

Alan & Deanne Fielding, owners & Lawanda Hatch, wedding coordinator

General Wedding Policies: This *initial wedding contract* specifies the general terms, conditions and policies of an elopement or vow renewal wedding package 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

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.

“Guest persons”: This package is designed to be a private elopement just for the wedding couple with NO other guests. As such, this elopement package has no event fee built into it as we are trying to keep the price as low as possible. If you intend to invite other guests, we ask you to consider our “An Essential Afternoon” which is essentially an elopement with a few guests or the larger package, “An Elegant Afternoon.”

“Guest professionals”: However, we expect that there will be some professional people that may participate in your elopement wedding. When you use our designated wedding officiant, photographer, and stylists, they will not be considered guests. However, if you choose to bring in outside professionals, each professional person arriving at the Mansion to provide services for your wedding will be considered a “guest professional” under this contract. Though they are allowed and welcomed, these “guests” will occasion the introduction of a gradually increasing event fee. It will be phased in slowly by way of an additional charge for each extra guest. The fee for every such guest is \$100 per guest.

“Guest Professionals” have limited time at the Mansion: And In order to maintain the low profile of an elopement with no event fee, these guest professionals are not permitted to arrive more than 1 hour before the actual wedding ceremony is to begin and must make their departures 1 hour after the service, or not more than a total of 2.5 hours without incurring additional fees. Any exceptions must be worked out by prior arrangement with management which will likely involve some hourly fees. Any surprise exceptions to this policy will incur an additional proportional charge of \$35 per guest per extra hour.

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 elopement are given full expression.

Food Catering: We reserve the right to exclusively provide all food catering services at the Mansion.



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 indicating 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