



# Request for Wedding Reservation

I / We

(Name of person(s) hosting event, Bride & Groom)

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

Postal Code \_\_\_\_\_ Email: \_\_\_\_\_

Phone, Res: \_\_\_\_\_ Bus: / Cell: \_\_\_\_\_

Request that the date of: \_\_\_\_\_ Be reserved with \_\_\_\_\_ persons attending.

I / We agree that if my / our request for reservation is accepted, I / We shall:

- a) Pay a further non-refundable deposit of 50% of the total anticipated charges, six (6) months prior to the date of the event. In the event the request for reservation is accepted less than six (6) months prior to the date of the event, I / We agree to pay the 50% deposit upon this acceptance; and
- b) Pay a further non-refundable deposit of 50% of the remaining anticipated charges, three (3) months prior to the date of the event; and
- c) Pay the balance of the total amount for the event, including all applicable taxes and gratuities, ten (10) days prior to the event (at which time, final numbers for guests are due. Final numbers may not fall more than 15% from the original agreement without a full charge being levied per person; and
- d) Pay the total amount of any additional charges incurred during the event (if applicable), including all applicable taxes and gratuities, when presented with the invoice, and in all cases no later than the day following the event; and
- e) Agree that the Facility reserves the right to cancel this agreement and return the deposit(s) paid, at any time up to four (4) months prior to the date of the event for any reason whatsoever without liability; and
- f) I / We agree to reserve all rooms at the Inn on the preceding night and also the night of the event; I / We also agree to pay for those rooms not used by our guests; and
- g) I / We acknowledge and agree that the Facility is not responsible for the conduct of persons attending the event and agree that I / We are the party solely responsible for the conduct of all persons attending the event, including the consumption of alcohol and agrees to take all reasonable steps, including the monitoring of persons attending the event, to insure that no person attending the event is injured or injures any other person as a result of such person's conduct. I / We agree to indemnify and save harmless the Facility, its officers, directors, owners, employees and agents from and against any and all actions, causes of actions, suits, claims, demands or damages (including legal costs) arising from or related to the conduct of any person attending the event; and
- h) I / We agree to pay for any physical damage, loss or theft of property arising from or related to the conduct of any person attending the event.
- i) I / We agree to indemnify and save harmless the Facility, its officers, directors, owners, employees and agents from and against any and all actions, causes of actions, suits, claims, demands or damages (including legal costs) arising from Terrorism or Criminality or Act of God occurrences, such as storm, flooding, loss of power, tree fall, earthquake, etc..

I / We enclose the sum of \$1500.00 which, if the request for reservation is accepted, shall be an initial non-refundable deposit to be applied to the total amount payable with respect to the event.

Dated: \_\_\_\_\_ Signature(s): \_\_\_\_\_

The Sir William Mackenzie Inn hereby accepts the above reservation and acknowledges receipt of the non-refundable deposit in the amount of \$1500.00 (one thousand five hundred dollars.) A copy of this contract will be given to the signatory. E-payments can be sent to [contact@themackenzieinn.com](mailto:contact@themackenzieinn.com) (please arrange for a password prior to sending)

Dated: \_\_\_\_\_ Inn Signature: \_\_\_\_\_