



### **Event Agreement for Weddings**

This agreement is made and agreed to this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ between Great Oak Manor and \_\_\_\_\_ (client). This agreement shall become null and void if a copy signed by the Client and the requested deposit are not received by Great Oak Manor within 15 calendar days of the above date.

The Event shall occur on \_\_\_\_\_ with an onsite \_\_\_\_\_ (ceremony, reception, rehearsal dinner) beginning at \_\_\_\_\_ to be immediately followed by \_\_\_\_\_ (a reception, seated buffet dinner) in the \_\_\_\_\_ (Conservatory, tented area) not to exceed 150 guests including the wedding party.

Great Oak Manor agrees to provide the following as part of the Event Agreement:

- Use of waterfront property (may be tented) for ceremony and reception.
- Use of all interior common rooms (Conservatory, Library, Music Room, Chesapeake & Dining Room) for any wedding set-up or activities such as the pre-wedding event or other wedding activities. Any moving of furniture must be preapproved by Great Oak Manor staff.
- Use of the normal property amenities such as beach, kayaks, canoe, paddleboards, bikes, etc. for all overnight lodging guests on the property.
- Use of the kitchen by caterer under limited conditions. Caterer must discuss use with Great Oak Manor representative prior to permission being granted.
- Thirteen guest rooms for 2 nights of lodging with no more than 30 guests to be assigned without paying the extra person fee of \$25. Guest rooms are blocked and required to host your wedding at the manor. No rooms will be assigned until you provide a rooming list. Two-night minimum is required for all weekend stays; three night minimum is required for holiday stays.

- Full breakfast for all overnight lodging guests of Great Oak Manor each morning during normal serving times.
- A designated Great Oak Manor staff member will be onsite before, during and after the event to oversee deliveries, set-up as well as oversee the clean up.

Pricing for this event will be a fee payable to Great Oak Manor of \$ \_\_\_\_\_ plus state and local sales taxes: Site fee is nonrefundable once contract is signed and approved by both parties, and payable via payments to be made in advance.

Property and Grounds Site Fee:	\$
13 Guest Rooms- 2 nights	\$
State/ County tax:	\$
Service Fee:	\$
Total charges after tax:	\$ _____
Total payments:	\$ _____
Remaining balance:	\$ _____

A non-refundable deposit in the amount of \$500.00 is required to reserve the date requested. **Within 15 days a signed contract and an additional \$1,500.00 non-refundable deposit is required,** this is reflected in the payment structure shown below. Payment in the form of check is required for the remaining payments. Fees shall be made payable on the following schedule of four payments , guest rooms are included but however can be paid by your guests in advance, any payments will reduce final payments on the structure below.

Payment 1 due _____	\$ _____	
Payment 2 due _____	\$ _____	
Payment 3 due _____	\$ _____	
Payment 4 due _____	\$ _____	plus \$500.00 security/damage deposit

A security/damage deposit of \$500.00 is required for events and is due with payment 4.

**The Property and Grounds Site Fee** is a base rental fee for an event with 150 guests or less, larger groups will incur a \$10.00 per person charge with a rental use of 48 hours or less. No adjustment in the contract price will be made for any reason, including Client’s utilization of less than all the guest rooms and amenities available to Client.

The Client agrees to follow the Event Rules and Regulations attached, insuring that all guests heed these rules. The Client agrees to not cause and not permit Client’s guests to cause any damage to the grounds, exterior and interior of the inn including all construction, furnishings and accessories. Any costs to replace or repair damages will be deducted from the security deposit. The balance of the security deposit will be refunded, after any and all damages have been determined and repairs, no more than 30 days after the event.

## **Cancellation Policy**

Once the contract is signed and approved by both parties the original deposits totaling \$2,000.00 will be non-refundable. Contracts cancelled less than nine months from the wedding date will be held responsible for the **total contract amount** agreed upon in this contract. Contracts cancelled by Great Oak Manor will result in a full refund of monies paid.

The Client shall, at the Client's sole cost and expense, defend, indemnify, release and hold harmless Great Oak Manor, its owners, agents and employees ("Indemnitees") from and against any and all loss, damage, liability, and expense imposed upon, incurred by, or asserted against them from any of the following: (a) Client's use of the premises in connection with the Event; (b) any activity, negligence, or other thing done, permitted or suffered by Client about the premises to the extent done by Client or any agent, employee, guest, invitee, or contractor of Client; (c) any accident, injury to or death of persons or loss of or damage to property in connection with the Event; or (e) any failure of Client or any agent, employee, guest, invitee, or contractor of Client to fully comply with any applicable laws; provided that Client shall not have any obligation to indemnify, defend, or hold any Indemnitee harmless against any loss, damage, liability, or expense resulting directly and solely from the gross negligence or willful misconduct of such Indemnitees. This paragraph shall survive payment in full of all amounts due under this Agreement and performance of all the other obligations contained in this Agreement, shall not be extinguished by any other event occurrence whatsoever.

**ARBITRATION:** Any dispute arising out of this Agreement shall be resolved through mandatory, binding and exclusive arbitration in Kent County, Maryland, pursuant to the Maryland Uniform Arbitration Act. Such arbitration shall be before a single neutral arbitrator. The parties may conduct only essential discovery prior to the hearing, as defined by the arbitrator. The arbitrator shall issue a written decision, which contains the essential findings and conclusions on which the decision is based. Judgment upon the determination or award rendered by the arbitrator may be entered in any court in Kent County having jurisdiction thereof.

This Agreement may not be changed orally, but only by an agreement in writing signed by both the Client and Great Oak Manor.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement and affixed their seals.

Witness: Great Oak Manor

\_\_\_\_\_ By: \_\_\_\_\_ (SEAL)

\_\_\_\_\_ (SEAL)

CLIENT

\_\_\_\_\_ (SEAL)

CLIENT



**Event Rules and Regulations for Wedding of \_\_\_\_\_(client).**

1. Check-in time is 3:00pm-7:00pm and Check out time is 11:00am.
2. Caterers shall have staff present until all guests have left and Great Oak Manor's property is presentable for the next day's breakfast.
3. Caterers shall remove trash from property at the end of the night.
4. All events using tents and/or with 60 guests or more must use a comfort station.
5. Early delivery of items to be stored at Great Oak Manor prior to the event must be agreed upon by both parties.
6. Damage to the Manor- The client is responsible for any and all damage to the facility (furnishings, equipment, accessories, artwork, plants, etc.) and/or grounds that occur during the event. If any such damage occurs, Great Oak Manor shall deduct the cost of all repairs and/or replacements from the security/damage deposit.
7. All events over 25 guests must involve the use of a licensed and insured caterer. Refreshments can be provided for non-lodging guests at an additional charge. The guest refrigerator is only for use by guests staying overnight at Great Oak Manor.
8. Music-Great Oak Manor reserves the right and authority to lower volume or shut down any inappropriate music. All outside music must end by 10:45pm.
9. Bride and Groom-Nothing should be thrown either inside or outside the Manor without prior permission. This includes rice, birdseed, confetti, balloons, etc. Flower petals or small bubbles are approved. If anything is thrown on the Manor property, a clean up charge will be deducted from the security deposit (minimum of \$100.00).
10. Decorations-Absolutely nothing may be hung, nailed, or taped to the walls, ceilings, or floors of the Manor. Decorations may be secured to any exterior posts with covered florist wires or monofilament. Repairs for any damage to surfaces of the Manor will be charged to the Client. Plants and flowers, supplied for the décor must have protective covers on the bottoms to prevent water dripping and soil spills onto wooden floors, carpets or tables.

11. Candles-Candles are no longer permitted for use with any catered event in the manor. Candles are not allowed in guest rooms.
12. Smoking-Great Oak Manor is a smoke-free facility. Please use the designated area and ask for an ashtray for disposal of smoking materials. Smoking inside any guest room or common area will result in a charge of \$200 **per incident**. This fee will be deducted from the security deposit.
13. Parking-Onsite parking is available for approximately 75 cars. Great Oak Manor will not assume any responsibility or liability for any loss or damage to Client's or guest vehicles parked on their property, including any vehicles left overnight. Great Oak Manor staff will assist with parking and direct guests to the ceremony site. Valet parking is not provided, but client can hire valet parking attendants with the approval of Great Oak Manor staff.
14. Alcohol
  - a. Client shall assure that no one under the age of 21 is served alcohol. Service of all alcohol will be by professional, TIPS certified bartenders either supplied by the caterer or contracted for separately. Proof of insurance must be submitted to Great Oak Manor 30 days prior to event.
  - b. Great Oak Manor reserves the right to suspend service of all beverages as we find it necessary to protect either the property or the guests.
  - c. Great Oak Manor will not be responsible or accept liability for injury, death and/or property damage resulting from any incident before, during, or after your event.
  - d. Client must remove all unopened alcohol at the end of the event. The Manor will not be responsible for storage.
15. Client may tour the Manor with their vendors and consultants with advance notification provided. Deliveries and setups scheduled by the Client need to be coordinated with the Manor including florists, musicians, photographers, and third party vendors such as rental companies and decorators, etc. Third party vendors are requested not to arrive at the Manor to set up more than four hours before the scheduled start time of the event unless prior arrangements have been made with the Manor.
16. Trash-Client is responsible for the removal of all trash and garbage resulting from the rehearsal dinner, reception, and any activities involving in-house guests and visiting guests. Please consult with your caterer to make arrangements with them for trash removal during catered events. A fee of \$10 per bag plus \$20 per hour of labor will be charged if Great Oak Manor is left to clean and remove trash, this fee will be taken out of the security/damage deposit.

**I, \_\_\_\_\_, have read, understand and agree to abide by the rules and regulations for the use of Great Oak Manor.**

Signed:

\_\_\_\_\_

Client

\_\_\_\_\_

Date

\_\_\_\_\_

Client

\_\_\_\_\_

Date

\_\_\_\_\_

Great Oak Manor

\_\_\_\_\_

Date



### Great Oak Manor Tent Flooring Waiver

This waiver is to acknowledge that the organizers of the event to be held on \_\_\_\_\_, choose to forego the installation and usage of a full flooring surface for the tented event space. With this acknowledgement, Great Oak Manor is released from any liability or responsibility relating to events transpiring in the absence of a full flooring surface.

In the event that a floor will be added Great Oak Manor must be notified at least 7 days prior to the requested installation date by either the event organizer or the company who will be installing the flooring.

Great Oak Manor is not responsible for the sourcing, set-up or break-down of any rental. Any and all deliveries or setup of tents, flooring or additional rentals must be coordinated with Great Oak Manor in advance of the event.

Signed:

_____	_____
Client	Date
_____	_____
Client	Date
_____	_____
Great Oak Manor	Date