

2010 Special Events Agreement
Black Canyon Inn 800 MacGregor Ave. Estes Park CO 80517
(970) 586-8113 / (800) 897-3730
Weddings@BlackCanyonInn.com

Last Name of Bride: _____
Last Name of Groom: _____

Names: _____ **Date of Wedding:** _____
Address: _____ **Site for Wedding:** _____
City and St. and Zip: _____ **Time of Wedding:** _____
Phone Numbers: H _____ Cell _____ W _____ **Guest Count:** _____
Email: _____

This agreement is expressly conditioned upon Black Canyon Inn's ability to perform its obligations described in this agreement. The execution of this agreement by either party is subject to acts of God, war, government, religion, disaster, strike, civil disorder, curtailment or transportation facilities, or other emergencies making it inadvisable, illegal or immoral to hold the event. No refunds will be made because of bad weather.

Conditions for Rental

Pricing: Wedding Ceremony Site & Lodging Package 2010

Guest count determines the price of the event. **1-75 Guests = \$1500 plus tax, 76-175 Guests= \$2600 plus tax. (Tax is 7.7%).** Includes white folding chairs, chair set up & removal, 3 hour time block, back up area, rehearsal (time of rehearsal based on availability), staff person for 3 hour event, any photo sites and lodging in a one bedroom condo or the log cabin for three nights.

Half Price 2010 Winter Wedding & Lodging Package! Rates are \$750 to \$1300 plus tax based on bookings for weddings in January, February, March, April, November and December 2010, including a one bedroom condo for three nights.

Elopement packages and 'Walk-On' Rates are quoted to individualized requests. Time and rates are specified in this agreement.

Deposit Policy:

Deposit and this contract are required to confirm a site reservation and time. Payment method accepted is cash, certified or cashier's check, money orders, Visa, Mastercard, American Express and Discover. **Deposit equals ½ of the quoted price** for the site rental.

Cancellations: Cancellation fee **is based on the time the event is canceled.** The following fee schedule applies; Greater than 90 days, 50% of deposit forfeited. 89 days or less, deposit is forfeited. Cancellation must be in writing.

Payment:

Payment is due, in full, one week prior to the date of the event. Please indicate the name of the responsible party paying for the invoice.

Name: _____ Relationship: _____

Phone: _____ Credit Card Number: _____

Exp. Date: _____ Sec. Code _____

This signature permits Black Canyon Inn to charge the credit card for the invoice amount after completion of the event and for the charges stated in this contract as a result of cancellation or damage.

Signature of Card Holder: _____

Final Count:

Final guest count is due one week prior to the event. Your invoice will be figured on the guest count. Chairs will be set for the final count. If more chairs are needed, they will be billed to the final invoice. A reduction of the guest count after the final count has been invoiced will not result in a reduction of the invoice. Officiant, Bride, Groom and Attendants are not counted in the guest count. Musicians requiring chairs are counted in the guest count.

Conditions and Agreements for Event Site Rental:

1. Site rental is for 3 hours unless both parties agree to other time limits. White folding chairs will be set up by Black Canyon Inn staff. A back up area is provided for inclement weather. Black Canyon Inn does not provide staff to act as ushers to and from the back up area for your wedding guests. Should bad weather prohibit an outdoor ceremony, someone from the wedding party must be assigned to assist wedding guests while they are waiting for the ceremony. An overview of the rain plan will be covered with the wedding party at the rehearsal.
2. Decoration set-up and tear-down, photography, and ceremony, must be done within the 3 hour rental time. Delivery of floral, arch, sound equipment and decorations must be coordinated with the Black Canyon Inn

representative. Black Canyon Inn staff is NOT responsible for setup of the arch or decorations or resetting same should they be impacted by wind or rain. Decorations and arch must be removed within one hour of ceremony. Black Canyon Inn staff will assess \$50 tear down fee and dispose of all items if left up over one hour post ceremony.

3. DJ and music set up **must** be coordinated with the Black Canyon Inn wedding representative for the outdoor venue/site. Volume level will be controlled by the Black Canyon Inn staff. No music is allowed after 9 P.M.
4. There is no dressing room designated for the Bride and Groom although we do have a staging room available for the bride and/or wedding party adjoining the Twin Owls Room. Bathrooms are available in the Twin Owls Room. For special needs, contact the Black Canyon Inn representative.
5. Black Canyon Inn is a no smoking property, inside rooms and outdoors on the property. During the three hour rental time, wedding guests will be allowed to smoke in the designated smoking area (in front of the Twin Owls Steakhouse). Smoking is otherwise prohibited in any area other than the smoker's car.
6. Parking is limited. Please ask your guests to carpool. Signs are posted to assist your guests with parking. Ushers can be helpful as well. Guests not registered at Black Canyon Inn for lodging may not park in the areas designated for lodge guests. These areas are posted requiring parking permits. The loading zone at the pavilion allows access for wheelchairs, walkers and strollers. Valet parking may be requested.
7. Rehearsal time will be assigned by the Black Canyon Inn representative for the day before the ceremony. Thirty minutes is allowed for the rehearsal. The wedding officiant will direct the rehearsal. If the officiant will not be attending the rehearsal, a fee of \$50 **will be charged** for Black Canyon Inn staff to conduct the rehearsal.
8. At the rehearsal, Black Canyon Inn staff will make a seating plan to include number of guests to be seated on the first rows, placement of tables, musician seating, floral placement, and staging directions. Black Canyon Inn staff must be included in your rehearsal.
9. Lawn or Pavillion rental is available for a \$300.00 (plus tax), two hours, for any event being held at the Twin Owls Steakhouse, Deck or Pond.
10. Photos for events not booked at Black Canyon Inn will be assessed a fee of \$350 for the three sites.
11. Damages: Charges for damage or misuse of the property will be billed to the contracting party. Any damages will be addressed with the bridal party. Any damages to the building, ground, or any other part of the Black Canyon Inn, by the patrons or guests, or any other agent under the patrons control, are the responsibility of the contracting party. An itemized invoice of damages will be provided.
12. The following items are **PROHIBITED**: Fireworks, open flame, sparklers, birdseed, rice, outdoor candelabras, pets, confetti, aisle runners, and glitter. Bubbles may only be used outdoors.
13. No nails or staples may be used on the wood on the deck rails, wood on the bridge at the pond or walls of the back-up room, Twin Owls Room. Any candles used must have a drip catcher or saucer under them. Shepherd's Hooks are not allowed.
14. Alcoholic beverages must be purchased from Twin Owls Steakhouse. Wine used for ceremonial communion or wine consumed in your condo is not included.
15. Black Canyon Inn is not responsible for damage or loss of any merchandise or personal property left on the property during or following your event. The staging room adjoining the Twin Owls Room must be cleared of all items within 1 hr of ceremony completion.
16. Use of natural flower petals and bubbles are allowed. No pets are allowed in the Wedding Party.

Conditions for Pond Bookings:

To insure the romantic ambiance of your Pond ceremony, all weddings greater than 25 people must secure the lodging in the two buildings next to the pond. This will be a total of three one-bedroom condos and three two-bedroom condos at the seasonal rate and minimum stay requirements.

I, _____, have read both pages of this contract and agree to the terms and conditions. The quoted price is \$ _____ (plus tax) based on _____ guests. Site quote allows for photos to be taken at the Pond, Deck and Lawn and Pavilion. Final count and rehearsal fee will determine total price for the wedding.

Signature _____ Date _____
Bridal party representative responsible for this contract

Signature _____ Date _____
Black Canyon Inn wedding representative
Rosemary Sloan 800-886-4909 970-402-3048

Name of your Reception Site _____
Name of your Rehearsal Dinner Site _____
Name of your Lodging Site (if not Black Canyon Inn) _____
Time and Date of Rehearsal _____