



# Your Micro Wedding Contract

Special Event Coordinator

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## About Penryn Park

The Historic Penryn Mansion hosts charming bridal suites, a ballroom, library, drawing room and verandah overlooking Lake Ontario. Our manicured grounds and gardens provide the perfect backdrop for your special day. Gather around the secluded pool area for bridal party photos and an optional champagne toast.

## Planning Meetings

Two 90-minute planning meetings will be scheduled with your Special Event Coordinator. Planning meetings are scheduled Monday - Friday between the hours of 9 am- 5 pm. Please ensure that you can plan to attend these meetings. *Weekend planning meetings are not available.*

- The first meeting will be scheduled **six months prior to your wedding**. *Should your wedding be booked less than six months in advance, your meeting will be scheduled at the halfway point of your booking date and wedding date.* Your Event Coordinator can assist you with vendor recommendations, timing, and flow of the wedding as well as floor plan and set up suggestions. **Your second deposit is due at this meeting.**
- The second meeting will be scheduled **one month prior to your wedding**. At this meeting, you will be required to submit your final guest numbers and final floor plan decisions must be made. You will do a complete walkthrough of your wedding day and finalize any last details remaining. **Your final balance is due at this meeting.**

## Engagement Photo Session

Access to Penryn Park for a 2-hour engagement photo session. Please schedule this in advance with your Event Coordinator. *Photos taken on and around the surrounding property are done at your own risk.*



## Rehearsal

Your on-site rehearsal is scheduled for **Thursday or Friday the week of your wedding**. Rehearsals must be scheduled between the hours of 12 pm & 4 pm, availability dependant on event season. Please schedule the rehearsal time with your Event Coordinator.

- Rehearsal time is limited to a maximum of one hour and restricted to the use of the ceremony site for the purpose of a rehearsal only.
- Access to any other part of Penryn Park, including the Penryn Mansion and reception tent is not available during rehearsal.
- It is the responsibility of your Officiant to direct you during the rehearsal.

## Your Wedding Day

- Full access to Penryn Park from 9 am to 12 am
- Orange Juice bottled water and sparkling wine await you in the bridal lounge.
- Golf carts for photos around facility (subject to availability)
- Parking attendants will conveniently direct your guests to the parking area and ceremony location.

## Your On-Site Ceremony

Choose to get married under the canopy of our European Beech Tree or at our gazebo overlooking Lake Ontario.

Details|

- Bottled water provided for guests upon their arrival to the ceremony location
- Premium white folding garden chairs, with seating up to 200 guests
- Set-up and tear-down of ceremony seating
- Licence signing table and chair
- Your Officiant is a personal service provider that the Bride and Groom will arrange outside of this contract. Your Event Coordinator can make recommendations should you require it.
- It is the responsibility of the Bride and Groom to obtain a Marriage License.
- The Ceremony site is wheelchair accessible. Please advise your Event Coordinator should you require assistance.



## Reception

Host the perfect reception in our fully floored 40x80 clear span tent with French window walls and gable sunburst ends. The parquet dance floor is perfect for dancing the night away. Socialize with friends and family under the romantic glow of Edison string lights on our reception patio. Suitable for 71-200 guests.

## Details |

- Cocktail hour hosted around the Historic Penryn Mansion verandah and grounds. Tables and chairs are provided.
- Lemonade and iced tea served during cocktail hour *or* hot chocolate and apple cider for spring/fall weddings
- Set up of ceremony seating and installation of your floor plan for dinner reception
- Edison chandeliers and vintage candelabras light the reception tent
- 8' banquet tables for head table, buffet tables and gift tables
- 60" round tables and mahogany Chiavari chairs for reception seating
- Glassware, tableware, & silverware provided
- Upscale mobile restrooms located near the reception tent
- Tent is equipped with electrical outlets
- Propane heaters provided on tent patio during spring/fall seasons
- Wooden keepsake sign with Bride and Groom's names and wedding date

\*The Penryn Mansion is also available for intimate receptions. Enjoy exclusive use of the ballroom, library, drawing room, verandah overlooking Lake Ontario and Penryn grounds. The Mansion will accommodate up to 60 guests for a seated reception or 100 guests for a standing cocktail reception.



## Penryn Park Site Information

- Washroom facilities are in the mobile restroom adjacent to the reception tent and inside the Penryn Mansion.
- A designated outdoor smoking area with flagstone patio stone, benches and ashtrays provided. *Smoking in any other areas on the venue grounds is prohibited.*
- Parking, ceremony site, reception tent and washrooms are wheelchair accessible.
- Parking areas are lit, and parking attendant(s) are provided.

## Pool Area

The pool area gates will be open unless otherwise arranged in writing. This area is not continually monitored; therefore, there is an *Enter at Your Own Risk* policy. The pool is not for recreational use and therefore is not for swimming purposes. There are washrooms for your convenience in this area.

## Approved Décor (to be supplied by you)

- Floral arrangements throughout Penryn Park
- Real flower petals or bubbles for use at the ceremony location
- Tabletop decorations
- Lighting for the head table (must be approved by your Event Coordinator)
- Photo booths
- Candles (wicks must be contained)
- Backdrop and ceiling drapery (installed by professional decorators only)

## Linens

All table linens must be arranged by the Bride and Groom outside of this contract. Please pre-arrange with your decorator or caterer the linens required for your head table, guest tables and any specialty tables you require.



## Catering

The caterer is a personal service provider that the Bride and Groom will arrange outside of this contract. Please contact your Event Coordinator for the list of approved caterers. A 7% landmark fee based on product & labour is paid to Penryn Park by all caterers that work at Penryn Park.

## Wedding Cakes

The baker is a personal service provider that the Bride and Groom will arrange outside of this contract. Cakes must be delivered the day of the wedding directly to the cake table inside the Penryn Mansion or reception tent and should arrive as close to the ceremony time as possible. Refrigeration is not available for the cake. If you wish to have your wedding cake sliced and served to your guests, please pre-arrange this service with your caterer.

## DJ Service

The DJ is a personal service provider that the Bride and Groom will arrange outside of this contract. Please contact your Event Coordinator for the list of Approved DJs. You will also need to arrange for the use of a microphone and music service with your DJ. *The renter of Penryn Park is required to pay a SOCAN and RE:Sound fee of \$86.00 + HST for all events that play music.*



## Beverage Service

L.L.B.O. regulates the sale and service of all alcoholic beverages. As a licensee, Port Hope Golf & Country Club is responsible for the administration of these regulations. Therefore, no alcoholic beverages may be brought on to the property from outside sources, which include all donated alcoholic products. It is the law that all alcoholic products consumed at Port Hope Golf & Country Club must be purchased through L.C.B.O. by Port Hope Golf & Country Club. Any wedding guests found consuming alcohol on the property from an outside source may be asked to leave. If this problem persists, Penryn Park reserves the right to shut down the event. Please ensure that all your guests follow this procedure.

## Host Bar

- \$47 per guest + HST + 15% gratuity\*
- Bartender labour included
- 5 hours of premium bar service
- 1 bottle of red wine and 1 bottle of white wine provided per table during dinner and speeches

## Optional Service

### Dry Bar

- \$10 per guest + HST + 15% gratuity\*

\*Please speak with your Event Coordinator to receive a detailed quote.



## Set Up & Tear Down

- Stapling, pinning, nailing, gluing, or taping any object(s) to any part of the interior or exterior of the Penryn Mansion or reception tent is not permitted.
- Please provide your Event Coordinator with a copy of your seating plan at least one month prior to your wedding.
  - Include the number of tables and number of guests at each table including the head table.
  - Include the number of specialty tables required - head, guest, cake, gift, etc.
  - Ensure this seating plan matches the plan issued to the caterer.
- Penryn Park's night crew arrives at 12 am to clean and set up for the next day's event.
- All items not supplied or owned by Penryn Park must be removed promptly at 12 am including those belonging to service providers and rental companies.
- The Penryn Park crew will not dismantle, load or in any way be responsible for any items other than those supplied and owned by Penryn Park.
- Next day pick up is *not* available.

## Damage & Liability

Penryn Park reserves the right to inspect and control all private functions. Liability for damages to the premises will be charged accordingly. The Bride and Groom will be held responsible for their guests. The Port Hope Golf & Country Club cannot assume responsibility for personal property or equipment brought on Penryn Park premises. *Pictures may be taken on and around the surrounding property at your own risk.*





### Day-of-Event Coordinating

Our day-of-event coordinating service will take the stress out of your wedding day. We work closely with your bridal party, officiant, caterers and DJ to ensure your ceremony and reception run smoothly. An additional charge of \$200 (+ HST) will be added to your quote. No exceptions. Please speak with your Event Coordinator to receive a detailed quote.

### Deposits & Payment Policy

Your non-refundable deposit of \$1000.00 must accompany this signed agreement.

The second deposit is due at the first planning meeting, scheduled 6 months prior to your wedding. *Should your wedding be booked less than 6 months in advance, this meeting and deposit date will be at the halfway point of your booking date and wedding date.*

The final payment is due no later than one month prior to your wedding. If the final payment is not received by this due date, a 20% penalty will be instilled. *Should your wedding be booked less than four months in advance, 100% of the rental fee must accompany this signed agreement.*

### Please Note |

- Any additional charges found after your wedding will be invoiced to you.
- A rate increase may apply to any events booked more than two calendar years in advance. Any increase will be communicated at least 6 months prior to your wedding date.
- In the event your wedding is cancelled, all payments are non-refundable and non-transferable.
- Changes in date are not permitted.
- The prices set forth in this contract are subject to annual revision to reflect any increase or decrease in costs.

**\$7,500 + HST**



# Wedding Contract

\_\_\_\_\_

Day

Month

Year

Wedding Date

\_\_\_\_\_

Signee - Print Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Signee – Print Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Coordinator – Print Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Day

Month

Year

Contract Date

This Form Must Be Signed to Validate the Contract



## Contact Information

\_\_\_\_\_

Name

-(\_\_\_\_)\_\_\_\_\_ - \_\_\_\_\_

Phone

Email

\_\_\_\_\_

Number

Street

City

Province

Postal Code

\_\_\_\_\_

Name

-(\_\_\_\_)\_\_\_\_\_ - \_\_\_\_\_

Phone

Email

\_\_\_\_\_

Number

Street

City

Province

Postal Code

\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_

Day Month Year

Wedding Date



# PENRYN PARK

AT THE PORT HOPE GOLF & COUNTRY CLUB



<i>Wedding Plans</i>	Mansion  (Up to 100) <small>(Mansion only)</small>	Reception  (70-100) <small>(Reception only)</small>	Full  (71-200) <small>(ceremony &amp; reception)</small>	Micro  (10-70) <small>(ceremony &amp; reception)</small>
PLANNING MEETING	2	2	2	2
ENGAGEMENT PHOTO SESSION		★	★	★
REHEARSAL			★	★
ACCESS	5 hours <small>(Sunday-Thursdays)</small>	4PM-12AM	9AM-12Am	9AM-12AM
PARKING ATTENDANTS	★	★	★	★
BOTTLED WATER FOR GUESTS UPON ARRIVAL	★	★	★	★
SETUP & TEAR DOWN OF SEATING	★	★	★	★
WOODEN KEEPSAKE SIGN		★	★	★
UPSCALE PORTABLE WASHROOM TRAILER		★	★	★
5-HOUR HOST BAR	\$47/person*	\$47/person*	\$47/person*	\$47/person
DRY BAR (OPTIONAL)	\$10/person*	\$10/person*	\$10/person*	\$10/person
	\$1,500*	\$8,000*	\$9,000*	\$7,500*

\*HST & Additional Fees Applicable. Please speak with Event Coordinator to receive a detailed quote.



PENRYN PARK

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AT THE PORT HOPE GOLF & COUNTRY CLUB

