

Final Assignment
Event Coordinator
Mrs. O'Callaghan
Jacob Beach
EWC4U

Beach Wedding Contract

Name: Ms. Cherylene J. Luxton Mr. James R. Beach	Event Date: June, 30th, 2018
Email: jamesbeach@gmail.com	Address: 123 Sesame Street, Sault Ste. Marie, ON. P6A 6K4, Canada
Phone Number: 705-123-4567	Event Name: The Beach Wedding

This document is a contract between *hostess, Ms. Cherylene J. Luxton* and *host, Mr. James R. Beach* and the Facility of *Algoma's Water Tower Inn & Suites*, signed on June 14th, 2018. I, Jacob Beach will be acting on behalf of Algoma's Water Tower Inn & Suites and will be the contact for, Ms. Cherylene J. Luxton and Mr. James R. Beach for the event of The Beach Wedding. Both parties will agree to follow the following conditions:

1. The reception will begin at 6:00pm on Saturday, June 30th, 2018 in the atrium of Algoma Water Tower Inn & Suites. Lasting approximately thirty minutes, the guests will then proceed into the main hall. Immediately followed by appetizers and refreshments of their choice. Food will be available for the remainder of the event. The event will end no later than 1:00am.
2. Algoma's Water Tower Inn & Suites will be incharge of the: *Food provided, drink bar and set-up and take down of any decorations and furniture that is required.*
3. Mr. James R. Beach and Ms. Cherylene J. Luxton will pay Algoma's Water Tower Inn & Suites 75% of the cost of the event in advance and the remaining 25% plus any extra costs that are acquired during the event, after the event up to 14 days.
4. Mr. James R. Beach and Ms. Cherylene J. Luxton will be personally responsible for covering and cost for damage done by them or their guests during their event.
5. If there are any charges to the event date or if cancellation occurs within 21 days prior to the event there will be a 25% of the full event cost.

Host's Signature(s)

Date

Company Contact

Date

