

# Wedding & Event Contract



Client Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Postal Code \_\_\_\_\_

Email \_\_\_\_\_ Telephone \_\_\_\_\_

Additional Contact \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Postal Code \_\_\_\_\_

Email \_\_\_\_\_ Telephone \_\_\_\_\_

Purpose of Function \_\_\_\_\_ Date of Event \_\_\_\_\_, **20**\_\_\_\_\_

Arrival time \_\_\_\_\_ Event start time \_\_\_\_\_ Event end time \_\_\_\_\_

(Tear down time by (9:45 am next day)

Number attending \_\_\_\_\_ Booked by \_\_\_\_\_ Date Booked \_\_\_\_\_

## **Garden Etiquette and General Information**

### **Alcohol – During the Garden’s regular open hours (10:00 am – 5:00 pm) alcohol is prohibited.**

Once the Gardens are closed to the public, beer and wine may be served. This service must be provided by a licensed bar service. There cannot be a cash bar. Alcohol service must end one hour prior to end of event. Guest refusing to abide by this policy will be asked to leave the site immediately.

### **Booking Times** -Weddings may take place during ‘Regular Hours’ and/or during ‘After Hours’ see Price List

Regular Hours – between 10:00 am and 5:00 pm. Outdoor wedding ceremonies may take place during regular garden hours. The Milner Gardens & Woodland property must be vacated by 5:00 pm. The rental of the wedding site is for three hours. The Main House is not available for weddings during these times.

After Hours – between 5:00 pm and 8:30 pm. Access to the gardens and Main House no earlier than 4:00 pm. The Milner Gardens & Woodland property must be vacated by 8:30 pm or before dark, whichever comes first.

Seasonal Bookings – During November to March, when the garden is closed to the general public, flexible wedding times can be arranged with the Executive Director.

### **Capacity** – Garden (not house): Maximum 200 people: wedding party and all guests. See Price List.

House Capacity: Approx 75 people for a cocktail reception and 25 people for a sit down dinner reception.

**Caterer** – Caterer must supply everything including plates and utensils. There is no fridge space available. All food is to be prepared off-site. The Client will be responsible for leaving Milner Gardens and the Milner House in the same condition as it was when the caterers arrived. The Client will be responsible for lost or damaged property by the caterer or its employees. Receptions in the garden between hours of 10:00 am – 5:00 pm are “finger food” affairs, not sit down dinners. Clients and their catering service may access the kitchen no earlier than 4:30 pm for events beginning at 5:00 pm or later. The Main House will accommodate approximately 75 people for a cocktail reception and 25 people for a sit down dinner reception.

**Guest Access** – Guests may walk through the forest to the Gardens, a ten-minute walk, or they can be shuttled to the Milner House via a seven-person shuttle cart, included in the wedding package. Groups over 100 may need extra shuttle carts at an additional charge. Guests may enjoy access to the Gardens anytime during regular hours of operation for the day of the event. An alphabetical Guest list is required in advance.

**Children** – must be supervised by an adult at all times while at Milner Gardens & Woodland.

**Membership** – The Bride and Groom each receive an annual membership and all applicable benefits upon signing of the rental agreement.

**Music** – Soft music is acceptable (e.g. violin, harp, flute, and guitar). Amplified music must be approved by the Executive Director or designate. Music set up time is one hour prior to the event.

**Parking** – Guest parking is located in the upper parking lot. Up to three “Wedding Cars” are permitted inside the wrought iron gate and can park in front of the Milner House. Special access arrangements can be made for elderly or disabled persons upon request. The minister, photographer, caterer, and musician(s) are welcome to unload at the Milner House but then may park outside the wrought iron gates, but must not block the gate for emergency vehicle access.

**Pets** – No pets are allowed with the exception of guide and service dogs.

**Photography** – Photographer and subjects may not stand or walk in the flowerbeds. Please do not block pathways or prevent other visitors from accessing any area of the gardens. The photographer is the responsibility of the client. See Price List

Small groups - Regular Garden entry times and prices apply. No reservations required. No special arrangements are made and do not include the assistance of a garden attendant.

Wedding Photography Package - Must be booked through the office. Up to three “Wedding Photography Cars” are permitted to drive to the house. The assistance of a knowledgeable garden attendant is included. All wedding photography is scheduled between 10:00 am and 5:00 pm. Clients must vacate the Gardens by 5:00 pm or additional costs will be incurred.

**Services** – The photographer, the caterer, the licensed bar service, the musicians, the officiator, and all other service providers are the responsibility of the client.

**Set-Up/Take-down** – Set-up of the event area can begin one hour before the start time on the day of the event or earlier with prior arrangement with the Executive Director. Take down must be completed by 9:45 the following morning. You will incur a charge of \$50.00 plus applicable taxes per half hour for late removal of wedding related items. Please leave the Gardens clean and undisturbed. Decorations i.e. balloons, confetti, rice, birdseed, or flammable devices of any type are not permitted. The release of doves and butterflies is not permitted. Bubbles and flower petals are welcome (petals must be picked up after the event). Floral arrangements are the responsibility of the client and are welcome in the gardens.

**Site Rental** - includes use of the Grand Lawn, washrooms in the Main House, and staging area for bridal party. Please do not block pathways or prevent other visitors from accessing any area of the Gardens. Staff and volunteers of Milner Gardens & Woodland set up the chairs; therefore, it is important to know the size and location of the event. See Price List on page 3.

**Site Viewing** – Regular admission fees apply unless pre-arranged with a wedding assistant.

**Smoking** – Fire hazards are high in this old-growth forest. During regular open hours, smoking is prohibited except at the cul-de-sac/arbour above the Pool House Gift Shop. After hours, guests may smoke on the driveway above the Horse chestnut/circle outside the main door of the Milner House. Please place cigarette butts in appropriate disposal containers.

**Weather** – Ceremonies are held rain or shine. Additional tents, chairs, and tables are available for rent from Milner Gardens & Woodland.

**Pricing** (all prices are subject to GST & HST, no charge for children 12 and under)

**Amount paid    Date paid**

Wedding Photos Only, Wedding party and guests, up to 25 people during regular Garden hours..... \$300.00    \_\_\_\_\_    \_\_\_\_\_

Each additional person..... \$10.00    \_\_\_\_\_    \_\_\_\_\_

After hours (5:00 p.m. – 8:30 p.m.) additional..... \$100.00    \_\_\_\_\_    \_\_\_\_\_

Small Wedding, less than 20 people, Mon to Thu 10:00 a.m. to 5:00 p.m., or Fri to Sun before 12:30 p.m. \$300.00    \_\_\_\_\_    \_\_\_\_\_

*Included in both of the following wedding ceremony bookings is a one-hour wedding rehearsal and can include any of the following areas or items: use of Grand Lawn, washrooms in the Main House and staging area for bridal party, signing table and chair, up to 75 green chairs, 4 folding tables, flower stands, and a 7 passenger shuttle cart with driver. Numbers of people include the wedding party and guests.*

Garden Wedding Ceremony, 3 hour rental between 10:00 am – 5:00 pm, up to 50 people .....Friday to Sunday..... \$700.00    \_\_\_\_\_    \_\_\_\_\_

Monday to Thursday....\$600.00    \_\_\_\_\_    \_\_\_\_\_

For each additional half hour..... \$50.00    \_\_\_\_\_    \_\_\_\_\_

Garden/House Wedding Ceremony, after hours:

5:00 pm – 8:30 pm, up to 50 people (This also includes use of veranda, kitchen, living room, main and small tearooms in Main House)..... Friday to Sunday ..... \$1,000.00    \_\_\_\_\_    \_\_\_\_\_

Monday to Thursday ..... \$900.00    \_\_\_\_\_    \_\_\_\_\_

For each additional half hour..... \$50.00    \_\_\_\_\_    \_\_\_\_\_

Additional People, each additional block of up to 25 people

(To a maximum of 200 people)..... \$175.00    \_\_\_\_\_    \_\_\_\_\_

Additional Rental Items:

1 Marquee tent (20' x 20') ..... \$275.00    \_\_\_\_\_    \_\_\_\_\_

6 Marquee tents (10' x 10') each..... \$50.00    \_\_\_\_\_    \_\_\_\_\_

25 Green Lawn Chairs, each chair ..... \$1.00    \_\_\_\_\_    \_\_\_\_\_

100 White Lawn Chairs, each chair..... \$1.00    \_\_\_\_\_    \_\_\_\_\_

Tables (eight 2' x 6' or five 5' round), each table..... \$7.00    \_\_\_\_\_    \_\_\_\_\_

Shuttle Cart ..... \$140.00    \_\_\_\_\_    \_\_\_\_\_

Reservation Deposit, Non-Refundable (Paid at time of booking) ..... \$400.00    \_\_\_\_\_    \_\_\_\_\_

Event Cost ..... \$ \_\_\_\_\_ **5% GST** \$ \_\_\_\_\_ **7% BCHST** \$ \_\_\_\_\_

**Total Event Cost** ..... \$ \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_

**Balance Due (one month before event)**..... \$ \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_

Damage Security (Visa/M/C/Amex/Cheque)..... \$300.00    \_\_\_\_\_    \_\_\_\_\_

(Received with the balance one month before the event).

Refunded .....\$ \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_

(Security held until a site assessment after the event. Damage security will be shredded unless any charges are incurred, and these charges if any, will be deducted from the damage security.)

Fill in blanks and/or notify office of choices before wedding date.

Alcohol – Will alcoholic beverages be served? \_\_\_\_\_

Name and Phone # of Licensed bar service selection or Certified Serve it Right Person \_\_\_\_\_  
(A copy of the Special Occasion Licence issued by the Liquor Distribution Branch must be provided and posted in the bar area.)

Name and Phone # of Caterer selection \_\_\_\_\_

Describe catering plan (e.g. cheese, crackers, pate, etc.) \_\_\_\_\_

Any additional transportation needs? \_\_\_\_\_

Describe transportation plan (e.g. limousine with wedding party, handicapped guests) \_\_\_\_\_

Will music be provided? \_\_\_\_\_ Musician's Name \_\_\_\_\_

Power requirements for music \_\_\_\_\_

Describe type of music and plan (e.g. violin harp or flute) \_\_\_\_\_

Layout description \_\_\_\_\_

Client agrees to be bound to all terms and conditions set out in the foregoing. Client acknowledges that the Milner Gardens & Woodland property contains potential hazards, which include a swimming pool, open ponds in various locations as well as access to the ocean. Client agrees to assume all responsibility for and the risk of all harm to the property or person of Client or persons present at the event. Client assumes all liability associated with any alcohol served during the Event including, but not limited to, the safety of sobriety of all persons present at the Event and all losses, damages or injuries arising therefrom whether during or following the Event.

Client acknowledges that he/she has inspected the Milner Gardens & Woodland property and facilities and has found them suitable for Client's intended use and agrees to advise all persons connected with the Event of all rules governing the use of the property and facilities as set out herein.

Client agrees to indemnify and save Vancouver Island University and its officers, directors and employees harmless from any and all losses or claims whatsoever arising out of or connected with Client's use of the Milner Gardens & Woodland property or its facilities and/or the Event.

**\*\* Please read & sign to confirm that all the above is correct \*\***

**CLIENT**

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Client

**MGW**

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Geoff Ball, Executive Director, Milner Gardens & Woodland