

VIEWPOINT DESTINATION WEDDINGS



DESTINATION WEDDING EVENT AGREEMENT

This agreement outlines the terms for the wedding of Alexis Arlette and Kevin Ducharme on Saturday, September 12th, 2020 as part of a Destination Wedding Experience at ViewPoint.

PROPERTY RENTAL

The Destination Wedding Experience allows for the ceremony, reception, and photography to be held at ViewPoint per the terms set forth in this agreement for a property rental fee of \$8,000.00

Event Date: The wedding ceremony and reception are scheduled for Saturday, September 12th, 2020.

Attendance: This agreement is based on an estimate of 150 guests, with a maximum capacity of 175 guests.

SITE SET UP

The specific design and layout for your ceremony, reception tent, power requirements, and other use of the property grounds will need to be coordinated with us in advance.

Ceremony Site:

Weather permitting, all ceremonies take place on the Ceremony lawn near the upper patio with the guests facing the magnificent backdrop of the scenic Atlantic Ocean and picturesque Nubble Lighthouse as you exchange vows. The reception tent may also serve as a rain-backup option for your ceremony.

Reception Tent Site:

The reception tent – which you will be renting in a separate agreement with Sperry Tents Seacoast – will be installed in the upper lawn area near the pool.

CEREMONY REHEARSAL

The rehearsal walk-through usually lasts about an hour and should be coordinated with us in advance to take place approximately between 4:00pm and 5:00pm the day prior to the wedding. Your officiant and anyone you are using to help coordinate the event should be a part of the rehearsal.

WEDDING CEREMONY**Ceremony Time:**

Weather permitting, all ceremonies take place on the Ceremony Lawn near the upper patio with the guests facing the magnificent backdrop of the scenic Atlantic Ocean and picturesque Nubble Lighthouse as you exchange vows. The reception tent may also serve as a rain-backup option for your ceremony.

Ceremony Seating:

Viewpoint will provide the chairs for your wedding ceremony based on the agreed-upon estimated number of guests. All final guest-count numbers are due no later than two weeks before the event. A surcharge may be applied if guests are added later than this date. Our staff will setup the chairs approximately two hours prior to your ceremony so that you may decorate around them. Viewpoint staff will take down the chairs immediately following your ceremony.

Ceremony Décor:

As the wedding date gets closer, please let us know what types of decoration you plan to use for the ceremony, such as rose petals down the aisle. Decorations may be temporarily affixed to the chairs, although nothing should be used if it could cause any damage to Viewpoint property or lawns.

- Rice and/or confetti are not permitted and may not be thrown anywhere on Viewpoint property.
- Sky lanterns propelled by fire are prohibited by the state Fire Marshall
- Décor cannot be staked into the lawn anywhere on the property.

Viewpoint management must approve any unique elements you may want to incorporate into your event.

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RECEPTION

Tent Rental:

A tent is required for all receptions and catered events at Viewpoint. The tent package will need to be arranged in a separate rental agreement between you and Sperry Tents Seacoast. Your desired tent size should be reserved as soon as possible to ensure availability at the best rates. For additional details and arrangements, please contact Michael Parkin at Sperry Tents Seacoast at (603) 570-4857, toll-free 1-800-SPERRYT, or via email at mparkin@sperryt.com.

An employee from the tent company will be on site the day of your event to adjust the service tent elements as needed. The reception tent may also serve as a rain-backup for your ceremony.

Tent Installation:

Installation of the tent is scheduled to begin at 12:00 P.M. the day prior to the wedding. The reception tent will be dismantled and removed from the property by 12:00 PM the day filling the wedding so as not to interfere with other guests staying at the hotel.

Reception Elements:

Reception seating, tables, decor, catering, etc. are not included in the property rental and should be arranged separately through the caterer and/or as part of your tent package.

Viewpoint will provide electrical connections for the tent, catering, band, etc. for the reception when coordinated in advance.

Catering:

Please see Viewpoint Preferred Catering Vendors

Reception Music:

Please coordinate placement and electrical requirements with us in advance so that the Viewpoint Team can provide appropriate power connections.

Reception music must conclude by 9:30 PM. We reserve the right to disconnect power for the band/DJ after that time to comply with the town ordinance.

Any event that chooses to have live music can have a maximum of a 4-person band. A 5-piece band will be allowed if one of the band members is the lead singer.

Sound proofing is required. Two sound proof sides must go behind the band/DJ and 2 sound proof sides must go on the opposite side of the band/DJ. Arranged with Sperry, this will not impact the views and will help with the strict sound ordinance here in York.

Reception timing must be no more than 5 hours including cocktail hour and must conclude at 9:30 pm in conjunction with catering and alcohol service. Bar can be open for maximum of 4.5 hours including cocktail hour.

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PARKING / VALET

Viewpoint can provide up to 45 extra parking spots for your event.

A police officer is required to assist with parking and road safety with any event. There is an additional charge for this service.

A valet or trolley will be required for any event with more than 150 guests. Please let us know in advance if you plan to arrange additional transportation for your guests to/from Viewpoint.

The ViewPoint must approve the supplemental transportation so we may plan in to order coordinate additional traffic on the grounds. No charter/school buses are permitted.

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GENERAL INFORMATION AND POLICIES

Weather:

Although we certainly hope the weather will be perfect for your wedding, you may want to have alternative indoor location or be prepared to use the reception tent for the ceremony in event of rain. In signing this agreement, you acknowledge that we are not responsible for weather

conditions and this contract is not cancellable or refundable in case of adverse conditions on the day of your ceremony.

Force Majeure:

The Viewpoint is not liable for extraordinary events outside of our control that would prevent us from fulfilling our contractual obligations.

Extraordinary events include hurricanes, nor'easters, earthquakes, fires, floods, war or riots. We do recommend you investigate wedding insurance to protect yourselves against loss, as your deposit is nonrefundable.

Restrooms:

Facilities located near the swimming pool will be available for guest use during the event.

Pets:

Pets are not permitted in suite or on Viewpoint property at any time.

Smoking:

Viewpoint is pleased to offer a smoke-free environment for the enjoyment of our guests and the safety of our property.

Please let your guests know in advance that no smoking is permitted anywhere in the suites, on the decks or patios, in the restrooms, or on the lawns at any time except in the designated smoking area for your guests during the event. This includes cigarettes, cigars, pipes, and vapor devices

Additional fees of up to \$500 will be incurred for any guest smoking in a suite, on decks or patios, in the restrooms, or anywhere other than the designated smoking area at any time during the property rental. Additional fees will be charged for any extra cleaning of the property resulting from smoking in an unauthorized area.

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GUEST SUITE RENTALS

Suite Occupancy:

Standard occupancy includes 28 guests among the nine suites. Two additional guests may use the sleeper sofa in each suite for up to 18 additional guests.

Commitment:

As part of this contract, you are guaranteeing the two-night rental of all nine ViewPoint suites for the nights of Friday, September 11th and Saturday, September 12th, 2019.

All rooms must be paid in full 60 days prior to the event weekend. Any balances due will automatically be charged to the card on file at that time unless prior arrangements have been made. The clients will ultimately be responsible for any balance due.

Gratuity and Taxes:

A 5% Service charge will be charged per night per room. Maine state taxes apply to all room charges, gratuity and taxes are due at the time reservation payments are payable.

Additional Nights:

We are happy to offer a 10% discount on additional days for guests wishing to extend their stay.

Additional Lodging:

If additional lodging is needed, we will also offer a 10% discount on available rooms at our Stones Throw location, with a minimum 2-night reservation. A custom promotional code will be available for your guests to use at the time of booking to ensure they receive this offer.

Check In/Check Out:

Hotel guests may check in at 3:00 P.M. on Friday, September 11th, and check out by 11:00 A.M. on Sunday, September 12th.

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ADDITIONAL OPTIONS

Day of Coordinator:

We want your day to run smoothly. Should you require, you may book a Day-Of Wedding Coordinator through us to assist with your rehearsal, ceremony, and reception. Please see Viewpoint Day-of Coordinator offer.

PAYMENT AND RECONCILIATION TERMS

Rental Commitment:

The event commitment to ViewPoint in signing this agreement is as follows:

Fees	Amount	Tax	Total
Property Event Fee	\$8,000.00	N/A	\$8,000.00
Suite Fees	\$11,653.08		\$11,653.08
		Total	\$ 19,653.08

*The Initial Event Commitment does not include Day of Coordinator option.

Initial Deposit:

A deposit of \$8,000.00, which is the property fee, will be due at the signing of this agreement.

Final Payment:

The remaining amount (including suites and optional services) is due 60 days prior to the event. The credit card on file will be automatically charged at that time unless prior arrangements have been made.

Reconciliation:

Payments received by you and/or your guests for suite rentals may be allocated to specific suite reservations and applied toward your total rental commitment. Your payment(s) will be reconciled against any payments we receive directly by your guests, and any funds that have not been used to satisfy the terms of this agreement will be refunded to you after the event.

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COMMITMENT AND CANCELLATION POLICIES

Financial commitments are made based on the revenues expected from your full performance of this contract, and we will not make the property available to another wedding during that period of time. It must be understood and agreed by you that canceling all or any part of your reservations and/event

would expose us to substantial losses. All deposits for suite rentals and property rentals in accordance with this agreement are non-refundable. This contract is not cancellable or refundable in case of adverse weather conditions on the day of your event.

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LIABILITY

You agree to indemnify and hold harmless ViewPoint, its officers, ViewPoint property owners, staff, and agents working on its behalf, and IOTB, LLC from any and all claims, actions, suits, costs, damages and liabilities resulting from the actions of guests, invitees, agents or subcontractors. ViewPoint reserves the right to modify this contract.

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CONFIRMATION

Please sign and return this contract with the deposit payment in order to reserve your date(s) and agree to these terms. The signee is financially responsible. A final, executed copy will be returned to you as confirmation.

The Viewpoint Team looks forward to sharing this special event with you and your guests!

_____	_____	_____
Name (please print)	Signature	Date

_____	_____	_____
Name (please print)	Signature	Date