

## 4 Simple Steps to RESERVE YOUR EVENT DATE:

### **STEP 1: BOOK A GUIDED TOUR**

For your convenience, all our information, rates and menus are conveniently located at the PDF “**information**” link on the homepage of our website ([www.wcmcweddings.com](http://www.wcmcweddings.com)). If after reviewing these you are interested in a tour, just call our office to inform us of your particulars (i.e. wedding date, guest numbers, onsite or offsite ceremony, etc). We would be pleased to look into availability and book an appointment for a guided tour on one of our designated tour nights (typically Thursday evenings).

### **STEP 2: REQUEST A QUOTE**

Once you have formally toured the site, we would be pleased to put together an estimate for your event. Simply contact us & we will be happy to email you our **WCMC Wedding Planning Guide** & further package information, including our Terms and Conditions. Please fill this guide out as best you can, & email ([info@wcmcweddings.com](mailto:info@wcmcweddings.com)) or fax (613.831.3433) it to us. While our rates & general information are published on the website, we want to ensure you are fully informed of all our details and terms, & have had an opportunity to review the estimate for budgeting purposes. If you are not completely sure of all your wedding day plans, not to worry, as some changes can take place as late as 2 months prior (with final guest numbers are not due until 2 weeks prior).

### **STEP 3: SEND IN THE “HOLD-THE-DATE” FORM, INITIAL PAYMENT, & SIGNED CONTRACT**

You have toured the site, spoken with our staff, reviewed the Terms & Conditions, & received a quote....now it is time to put your date on hold! Just give us a call to confirm your date is still available, & then fax in your **signed hold the date form**, along with the required \$500 non-refundable **initial payment** and **signed terms and conditions**. Once **all 3 items** are received, we will process, and hold the date on your behalf for up to 30 days (when your 25% payment is due). You will be emailed confirmation of your reservation & an onsite consultation will be scheduled (typically 6 months prior to your wedding date).

*Note: We regret that we are unable to do “call backs” with regards to interest by other parties in potential booking dates.*

### **STEP 4: PLANNING PROCESS/BEGIN INSTALLMENTS/ATTEND CONSULTATION**

Once your reservation has been confirmed, your payment schedule begins. It is as follow: 25% due within 30 days of holding the date, another 25% due 6 months prior; & 50% is due 2 weeks prior). Monthly payment plans are possible with written approval from WCMC; additional Admin fees will apply).

During the months of planning, you will continue to fill in the blanks on the WCMC Wedding Planning Guide or make updates to your working production order. You will attend 1 scheduled consultation with a member of our team ~ 6 months prior to your event date. During this appointment, you will have the opportunity to review the logistics of your wedding day. You will also have time to go over your menu & décor options as well address any questions that you may have. Your consultation may last up to 1.5 hours and is scheduled for a Tuesday or Thursday evening. Should you have difficulty attending your appointment at the scheduled time, it is possible to handle the arrangements via phone/email or through a local family member. The final submission of your guide/production order outstanding items is due **2 months prior & subject to WCMC approval**. Once approved, all indicated orders, set-up instructions, timing, etc. are considered in place. Any changes to orders made after this time are possible only with WCMC approval. As your wedding day approaches we will require your final guest numbers two weeks prior, with seating plan submission due no later than one week prior.

Congratulations...and have fun planning the remainder of your special day!

Wedding / Reception Date: \_\_\_\_\_

Guaranteed Minimum\* \_\_\_\_\_ (see #noted on estimate/published rates)

Bride: \_\_\_\_\_

Groom: \_\_\_\_\_

Phone #: \_\_\_\_\_ (home)

Email 1: \_\_\_\_\_

Phone #: \_\_\_\_\_ (work)

Email 2: \_\_\_\_\_

Street: \_\_\_\_\_

Fax #: \_\_\_\_\_

City/Prov: \_\_\_\_\_

Postal: \_\_\_\_\_

**Terms & Conditions:**

- 1) WCMC will reserve the date indicated for **up to 30 days** once the 1) **non-refundable \$500.00 initial payment** 2) **signed Hold-the-Date form** & 3) **signed Terms & Conditions** are received. This payment is intended to partially offset the cost should WCMC need to re-market your date, and hence is non-refundable. *No date will be held until both completed forms & initial payment are received & processed by WCMC. In the event of date cancellation, all funds paid are non-refundable (& are not transferable to other future dates).*
- 2) The Client agrees to **attend 1 onsite consultation** (to be scheduled approximately 6 months prior to the wedding date). Should an in-person appointment not be possible in this time frame, a telephone conference or email exchange shall serve as an the consultation (or a local contact may attend on your behalf). WCMC will collect & impart important details about your wedding during this meeting.
- 3) To confirm a reservation, the client must pay an **25%** of the total estimate cost or **\$2000 (whichever is greater) within 30 days of holding the date**. An additional **25%** is due 6 months prior to your event; the full balance (50% remaining) is due 14 days prior to your event when final catering numbers are due. The \$500 Hold-the-Date initial payment will convert to a refundable Security Deposit (upon receipt of final payment). WCMC reserves the right to release a tentative reservation after 30 days if the client does not adhere to the payment schedule.
- 4) Payment plans are possible only with the prior written approval of WCMC (additional Admin Fees apply).
- 5) Guest Minimums\* & pricing information can be found in the **WCMC Rate & Menu Guide** and in your estimate. Facility & Menu prices & guest minimums are those in effect for your event date **at the time of processing by WCMC of your Hold-the-Date request** (Note: prices are subject to change & typically increase at year end). Bar & Wine rates are subject to change and are those in effect at the time of your event date. Consult your Terms & Conditions for full details.

In signing this form & paying the indicated Hold-the-Date payment, I represent that I have read & agree with the standard terms & conditions. I also represent that I have the authority to sign and pay for those listed above.

**Authorized Signatures:**

\_\_\_\_\_  
 Client Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 WCMC Events Specialist

\_\_\_\_\_  
 Date

Effective January 2011. Hold-the-Date form subject to change without notice. Refer to WCMC's standard Terms & Conditions for details.

Method of Payment	
<input type="checkbox"/> Cash	<input type="checkbox"/> Visa
<input type="checkbox"/> Cheque	<input type="checkbox"/> Mastercard
Amount: <b>\$500.00</b>	
Card #: _____	
3-digit security code (back of the card): _____	
Expiry Date: _____	
Name on Card: _____	
Signature: _____	