



## Special Events and Wedding Venue Contract

This Contract is made effective as of \_\_\_\_\_ (date) by and between Waterside Inn, LLC and \_\_\_\_\_ (CLIENTS).

The CLIENTS represent that they desire to hold a special event or wedding on \_\_\_\_\_ (date) at The Waterside Inn on the Beach. Therefore, the parties agree as follows:

### 1. VENUE RENTAL FEE(S)

- The CLIENTS agree to pay a non-refundable SECURITY DEPOSIT of \$250.00. This payment is for the use of the venue for the specified date of event / wedding and is payable at the time of contract signature. If for any reason, Waterside Inn on the Beach is unable to fulfill its contractual obligation under this contract, the entire deposit will be returned with no further penalties or liabilities. In the event of a cancellation by the CLIENT of this special event / wedding, this deposit will be non-refundable.
- A refundable DAMAGE DEPOSIT of \$500.00 (to be paid by separate check or money order, returnable to the CLIENT(S) up to two (2) weeks after the event has been held once property has been inspected for any potential damage from special event or wedding).

### 2. DATE CHANGES:

In the event the CLIENT(S) if forced to change the date of the event or Wedding, every effort will be made by Waterside Inn on the Beach to transfer reservations to support the new date. The CLIENT(S) agree that in the event of a date change, any expenses including but not limited to deposits and fees that are non-refundable and non-transferable are the sole responsibility of

### 3. CLIENT(S). CANCELLATIONS:

In the event of a cancellation, SECURITY DEPOSIT IS NON-REFUNDABLE.

### 4. ACCOMMODATIONS:

The CLIENT(S) agrees to a minimum booking of 10 rooms at Waterside Inn on the Beach. Mango 102 & 104 as well as Lime 101 & 103 must be rented if any beachside activities are planned. Please see restrictions for booking and cancellations of wedding or special events rooms

Initial Here \_\_\_\_\_

Waterside Inn on the Beach - Page 1

**5. OUTDOOR LOCATION:**

The CLIENT(S) understands that they and their invited guests will abide by the permit requirements while on the property of the Waterside Inn on the Beach venue. This includes the following:

- Permits required for any tents or live music. Waterside Inn will secure the permits from the City of Sanibel and the cost of permits will be the responsibility of the CLIENT(S).
- Placement of tables, tents, catering equipment, etc., must be approved by Waterside Inn hotel management.
- Parking is limited to in-house guests. Up to 4 cars belonging to non-hotel guests will be permitted to park on site. More than 4 non-guests vehicles will require off site parking.
- All events must end by 10 pm to comply with Sanibel City and County Sound Ordinances and in order to allow for clean-up and closure of the site by 11 pm
- NO EXCEPTIONS.
- No beach or reception/wedding furniture may be left on the beach overnight (chairs, umbrellas, arbors, or tents)
- The CLIENT(S) must comply with all City of Sanibel and beach regulations and policies.
- **Absolutely no under-age drinking.**

**6. UNFORSEEN EVENTS:**

The CLIENT(S) cannot hold the Waterside Inn on the Beach responsible for failure to provide the basic facilities and services due to emergencies, catastrophes or interruptions of public utilities. In the case of a mandatory evacuation for Sanibel Island or during hurricane season, Waterside Inn on the Beach will allow you to reschedule if possible and/or receive a full refund of the Security Deposit. If an Act of God were to occur preventing the event from taking place as scheduled, Waterside Inn on the Beach will allow for the event to be rescheduled, pending availability, with no penalty. Last minute cancellations of outdoor site due to inclement weather will not be considered for refunds.

**7. FOOD & CATERING**

- CLIENT(S) may select any caterer from the Preferred Vendor List or one of their choosing.
- If your event is catered, your catering company is responsible for the set-up, break-down, and clean-up of the catered site.
- Please allow appropriate time for break-down and clean-up.
- All event trash must be disposed of in the designated areas at the conclusion of the event.
- ALL vendors (florists, bakers, musicians, rental company, etc.) must adhere to the terms of our guidelines, and it is the client's responsibility to share these guidelines with them.

**COURTESY PROTOCOL:**

The Waterside Inn on the Beach reserves the right to request any person or group of people acting unruly and contrary to rental regulations to leave the premises. Assistance from law enforcement agencies may be acquired if this request is not met immediately.

Initial Here \_\_\_\_\_

**8. TENT RENTAL AND PERMITS**

A Special Events and Tent permit is required by the City of Sanibel. Our staff will assist you in filing these permits. The City of Sanibel has a fee for each of these permits and is the responsibility of the CLIENT(S) to purchase them.

**9. LIABILITY:**

The CLIENT(S) cannot hold the Waterside Inn on the Beach, its board of Governors, staff and volunteers, liable from suit, actions, damages, and expenses in connection with personal injury, illness, or property damage or theft resulting from the use of any facility at the Waterside Inn on the Beach.

**10. ENTIRE AGREEMENT:**

This Agreement contains the entire agreement of the parties except as noted in OUTDOOR LOCATION above, and there are no other promises or conditions in any other agreement whether oral or written. This Agreement supersedes any prior written or oral agreements between the parties.

**11. ADMENDMENT:**

This Agreement may be modified or amended if the amendment is made in writing and is signed by both parties.

**12. SERVERABILITY:**

If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

**13. WAIVER OF CONTRACTUAL RIGHT:**

The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

**14. APPLICABLE LAW:**

This Agreement shall be governed by the laws of the State of Florida.

**Initial Here**\_\_\_\_\_

**15. RULES AND REGULATIONS:**

The following is a list of rules and regulations to be upheld by CLIENT(S), which includes all EVENT PLANNERS and WEDDING COORDINATORS and VENDORS who are involved in the planning and execution of a special event or wedding on the premises of the Waterside Inn on the Beach venue.

- Event Ending Time: All events must end by 10:00pm to comply with the City of Sanibel sound ordinances and in order to allow for clean-up and closure of the site by 11:00pm.
- Decorations: All decorations must be removed without leaving damages. Be kind and leave the property as you found it. If lit candles are used, we ask that you provide a glass base for each candle.
- No furniture may be left on the beach overnight (chairs, umbrellas, arbors, or tents)
- Placements of tables, tents, live music, catering equipment etc. must be approved by hotel management.
- Parking is provided for all in house guests. If more than 4 extra parking spots are needed for non in-house guests, it is advised that the CLIENT(S) encourage the use of shuttles from the Bailey's parking lot.
- Alcohol may not be served to minors. At any time, if the hotel staff deems alcohol consumption to be excessive, the staff has the authority to close down all alcohol service and/or evict inebriated guests from the premises.
- All music must end by 10:00 PM to comply with City of Sanibel Sound Ordinances.
- Children are not permitted to wander the grounds unsupervised by an adult.
- All electrical outlets on the property are available for use by the wedding parties and their vendors. The parties are welcome to inspect the locations and numbers of outlets prior to booking.

Initial Here\_\_\_\_\_

**RENTAL CONTRACT**

**Reservation Process:**

A rental contract must be signed, all pages initialed and signed, as well as appropriate deposits submitted in order to confirm Waterside Inn on the Beach venue.

This contract is void if not returned within two weeks of issuance.

**TYPE OF FUNCTION:** Reunion \_\_\_\_\_ Wedding \_\_\_\_\_ Other \_\_\_\_\_

**DATE OF FUNCTION:** \_\_\_\_\_ **TIME OF FUNCTION** \_\_\_\_\_

**GROUP NAME:** \_\_\_\_\_

**CONTACT PERSON** \_\_\_\_\_

**ESTIMATED NUMBER OF ROOMS NEEDED** \_\_\_\_\_

**TOTAL NUMBER OF PEOPLE** \_\_\_\_\_ **GUESTS** \_\_\_\_\_ **VISITORS** \_\_\_\_\_

**ESTIMATE NUMBER OF VEHICLES (FOR PARKING PURPOSES)** \_\_\_\_\_

**Bride's Information:**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

**Groom's Information:**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

Rehearsal Date \_\_\_\_\_ Rehearsal Time \_\_\_\_\_

Rehearsal Location \_\_\_\_\_ (see attached map)

Officiate \_\_\_\_\_

Wedding Date \_\_\_\_\_ Wedding Time \_\_\_\_\_

Wedding Location \_\_\_\_\_

Reception Time \_\_\_\_\_ Reception Location \_\_\_\_\_

Caterer Name and Phone number: \_\_\_\_\_

**Please check:** Live Music \_\_\_\_\_ Disc Jockey \_\_\_\_\_ Other \_\_\_\_\_

**Initial Here** \_\_\_\_\_

By signing below, renter agrees to pay for any damage to the interior or exterior of the said property or its furnishings resulting from actions taken by renter, their guests or by any person contracted by renter for the event. The renter agrees to hold Waterside Inn, LLC. and its employees harmless, including court costs and attorney fees, in any legal action which may result from this event.

\_\_\_\_\_  
Renter Name (Printed)

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Waterside Inn, LLC. (Printed name of representative) Title

\_\_\_\_\_  
Signature Date

TO HOLD SITE:

Non Refundable Deposit \$250.00 Date Rec'd \_\_\_\_\_

Damage Deposit \$500.00 (Check or Money Order) Date Rec'd \_\_\_\_\_

Tent Permit and Special Events Permit Price to be determined by City of Sanibel  
Date Rec'd \_\_\_\_\_

Payment Information: Visa, MasterCard, Discover, Personal Check, or Money Order

Name on Card: \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_ Amount \_\_\_\_\_

**Initial Here** \_\_\_\_\_

**WATERSIDE INN ON THE BEACH**  
**PREFERRED VENDORS LIST FOR WEDDINGS**

**Rentals (Tables, Chairs, Tents, etc.)**

Caloosa Tent and Rental 239-694-5177  
[www.caloosatent.com](http://www.caloosatent.com)

**Catering**

Deborah Krill 239-945-2456  
Jack & Michael Elias 239-542-4954

**Photographer**

Charles Hester 239-765-8858  
Scott Kelsey 239-834-9744 [www.ScottKelsey.com](http://www.ScottKelsey.com)  
Frank Simonetti 239-267-5156

**Wedding Planner/Officiates**

Patricia Slater  
Weddings by the Sea  
239-472-8712  
Email: [psweddings@embarqmail.com](mailto:psweddings@embarqmail.com)

Gloria Williams  
A Perfect Beginning  
239-540-0535 or 866-522-0022

Terry Benton  
Married by Terry  
941-740-1411

**Hair & Makeup**

Hope Henderson Artistry  
Hope Henderson 239-233-0256  
A Victorian Bride  
Linda Shepard 941-928-3651  
[hope@hopeartistry.com](mailto:hope@hopeartistry.com)

**Marriage License**

[www.leeclerk.org](http://www.leeclerk.org)  
239-533-5007

**DJ/Live Music**

Mark Kolbie 239-229-5351  
Steely Pan/Tim Delaney 239-558-5046

**Transportation**

Comfort Transportation  
239-745-2845

**Spa Services**

Sanibel Day Spa  
239-395-2220

**Floral Arrangements**

Floral Artistry  
239-472-3040

**Initial Here \_\_\_\_\_**