



Wedding Agreement Form

Event Name:

Event Date:

Address:

Phone:

Date Availability

Date will only be held with a signed contract and full payment of NON-Refundable \$500 Room Fee.. Wilmington Island Club does not except American Express. Events are allotted four hours beginning at the conclusion of ceremony. A charge of \$300 will be added for each additional hour

Catering and Food and Beverage Minimum

A final guarantee number and payment is due 7 days prior to the event. Where food and beverage functions are scheduled, the number of people indicated to attend will be considered your organization's final guarantee, not subject to reduction unless permitted by this office. The Wilmington Island Club cannot be responsible for service to the number of persons exceeding the guaranteed number by more than 5%. *Example: If the guarantee is 100, we will be prepared to serve 5 additional meals of contracted menu. Food and beverage minimums range from \$3000.00 to \$5000.00 and are required for all weddings.*

All prices & product availability are subject to change without notice.

Outside Food and Beverage

Due to legal regulations, local liquor laws and company policy, no food or beverages may be brought into the Wilmington Island Club from outside sources. Any deviation from this policy will be subject to any legal and regulatory approvals as well as the final approval of The Wilmington Island Club.

Wedding Reception Fees

A NON-REFUNDABLE Rental Deposit of \$500.00 is due upon receipt of this contract. We allow four hours for all receptions. We charge \$300 for every hour after.

Ceremony Fees

A \$100 set-up fee plus the cost of chair rental \$3.50 per chair, will be added to final bill only if you choose The Wilmington Island Club to supply the outdoor chairs..

Method of Payment

Full payment and final guaranteed number of guest is due one week prior to the event date. The Wilmington Island Club will accept cash, a certified check, MasterCard, Visa, or Discover as the final payment. Hosted bars will be billed after the event based on consumption & the Wilmington Island Club will request a credit card on file to fulfill such amount.

Insurance & Indemnification

Your organization agrees to carry adequate personal property, liability and other insurance protecting itself against any claims arising from any activities conducted in the club during the event. Upon request, your organization shall provide a certificate evidencing such insurance to The Wilmington Island Club. The Wilmington Island Club shall not be responsible for the security of exhibits, presentation materials or other personal property of your organization and/or it's vendors unless the Wilmington Island Club has otherwise agreed to accept such responsibility in writing. Your organization acknowledges that the Wilmington Island Club, its owners and operators do not maintain insurance coverage covering such exhibits, materials or personal property. Your organization hereby indemnifies and holds The Wilmington Island Club harmless from any loss, liability, costs or damages arising from actual or threatened claims or causes of action resulting from the negligent or intentional misconduct of such party or its respective officers, directors, employees, agents, contractors, members or participants. (as applicable)



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Security

Your organization acknowledges that The Wilmington Island Club cannot be responsible for the safe keeping of equipment, supplies, written material or other valuable items left in the function room. Accordingly, your organization acknowledges that it will be responsible to provide security of any such aforementioned items and hereby assumes the responsibility for loss thereof.

Damages

All function rooms are inspected prior to your organization's arrival and after your organization's departure. Damages to and/or items missing from your organization's rooms will be the responsibility of your organization and the person signing this agreement. Any decorations, centerpieces, & vendors must be approved by the Wilmington Island Club management.

The Wilmington Island club does not allow any decorations to be affixed to walls, floors, windows or ceilings, NO glitter or confetti to be used as table decorations. All decorations must be removed at the close of the function & the club reserves the right to dispose of any decorations or materials left in the function space at the close of the function.

Ceremony Fees

A \$100 set-up fee plus the cost of chair rental \$3.50 per chair, will be added to final bill for use of our Courtyard.

Organization Authorized Signature

Date: _____

Wilmington Island Club Representative Signature

Date: _____

Credit Card Authorization Form



Name: _____

Address: _____

Credit Card Number: _____

Expiration: _____

Card Type:

_____ Mastercard

_____ Visa

_____ Discover

Cardholder's Signature: _____ Date: _____

Phone Number: _____

Email: _____

By signing above I understand and agree to pay, and specifically authorize The Wilmington Island Club to charge my credit card for the services provided. I further agree and authorize my credit card to be charged for any outstanding balances owed.