



RR # 5, Concession Road 8 – 1900
Claremont, Ontario. L1Y 1A2
905-649-2436 info@golf4seasons.ca 2golf.ca@gmail.com
www.4seasonscountryclub.ca

2018 EVENT CONTRACT

Bride/Groom Name 1) _____

Address _____

Email _____ Phone Number _____

Groom/Bride Name 2) _____

Address _____

Email _____ Phone Number _____

Event Date _____

Month

Day

Year

Reception Location Tented Reception Area -OR- Indoor Banquet Area
 June-Sept. April- Mid Dec.

Your Wedding Day includes the following:

Exclusive use of Reception Venue & Venue Grounds (surrounding clubhouse/tent)

(Please note: golf course activity will still be taking place regardless, minimal disruption occurs during daylight hours)

- The venue & venue grounds include the ceremony area (upper 1st tee), reception location, patio area, gardens surrounding clubhouse
- From 10am until 1am on your Wedding Day
- Access to the venue prior to 10am on the day of your event (special arrangements can be made prior too, if you require to gain access prior to 10am)
- Your event ends at 1am & all personal items must be removed from the venue & venue grounds, including any items supplied by your service providers



Our Venue Manager

- Will be available to answer all questions leading up to your wedding day, regarding your day, with recommendations, and to assist you with planning your schedule
- On your wedding day they will be your “go to person”
- They will liaise with the rest of the team, including all service providers, and will be in charge of the days schedule
- Your guests will be greeted on arrival, and will ensure they know where everything is
- Will greet and direct Groom and Groomsman, including their entrance to the ceremony area
- Once the bride arrives, she will be in the venue manager’s hands, who will coordinate her walk down the aisle.
- Will be on site for our bridal couple right up until dinner service, and thereafter will be a phone call away for the rest of the team if needed.

Your Rehearsal

- Will be scheduled with the Venue Manager for Wednesday OR Thursday the week of your wedding
- Rehearsal time is limited to maximum of ½ hour and restricted to use of the ceremony area, for purpose of a rehearsal only, and is open to wedding party and immediate family.
- Access to reception area might not available during rehearsals (due to other events taking place)
- You are more than welcome to gather in lounge/bar area of the golf course

Pre Event Meeting

- Will be scheduled with the Venue Manager two to three weeks prior to your wedding day
- Meeting(s) will be held on-site at 4 Seasons Country Club
- Venue Manager, &/or Assistant Venue Manager & Catering Team Leader will attend the meeting to finalize your schedule of events

Your Ceremony Includes:

Ceremony location (on upper 1st tee)

- Cedar rail fence with plants at back of isle and plants/trees at front of isle
- Signing table with chair(s) for signing during the ceremony
- White plastic bistro chairs, with seating up to 200 guests
- Red carpet placed on cart path at the end/back of the isle

Or a Ceremony location in the Marquis Reception Tent/Indoors Banquet Area

- Plants at the back of isle and plants/trees at front of isle
- Signing table with chair(s) for signing during the ceremony
- Chairs for immediate family and elders
- Guests will comfortably view the ceremony by gathering around or from the guest tables



Your Officiate is a personal service provider that the couple will arrange outside this contract

- 4 Seasons Country Club does not receive any gratuity from your Officiate
- Don't forget your marriage license, be sure to arrange 1-2 months in advance to wedding

Your Reception Includes: (one of the two areas)

Marquis Reception Tent (seating capacity up to 200 guests)

- The marquis tent is clear span, 50' x 100', no center poles
- Ceiling draped with 6 white ceiling swags with a string of lights in each panel
- Flooring is interlock brick, with a heavy duty resin dance floor sitting on top – mid area of tent for dancing
- Electrical in all 4 corners and behind head table
- Floor fans for warmer days, and upright patio heaters for cooler evenings
- Head table options are sweetheart, rectangle or round
- 60" round guest tables, can seat maximum 9 guests per table, with white bistro chairs that are covered with either white, black or Ivory chair covers
- Rectangle/large oval tables for DJ, gifts & any other specialty tables you require
- Podium for speeches (arrange a microphone with the DJ)
- Plants (such as ferns & potted flowers) provided throughout inside perimeter of the marquis tent

Indoor Banquet Area (seating capacity up to 125 guests)

- Classic country décor, with field stone fire place from floor to ceiling –wood burning (only used during heating season; spring or fall)
- Brass chandeliers hanging from the ceiling, with 4 white or ivory ceiling swags with lights
- Room decorated with antiques and simple décor
- Indoor room temperature controlled (heated or air conditioning)
- Hardwood floor area for dancing
- Head table options are sweetheart, L shaped – up to 12 bridal party members, or round
- 60" round guest tables, can seat maximum 9 guests per table, with padded vinyl stackable banquet chairs, that are covered with either white, or Ivory chair covers
- Back drop with sheer White or Ivory fabric behind head table
- Podium for speeches (arrange a microphone with the DJ)

Catering

- The approved caterer(s) will provide you with exceptional quality, service and attention to detail. Caterer providing food service must be a licensed business & in good standing with health department (proof of such will be required to be shown to Venue Manager)
- The caterer will be responsible for all food production, staffing/service, plate ware/dishes for your event
- You will deal directly with your caterer to arrange the style of meal that suits you.
- On the day of your event the approved caterer and catering team will liaise directly with Venue Manager &/or Assistant Manager



- The approved caterer will be bound by the catering agreement as set out by 4 Seasons Country Club and will provide you with a signed copy when requested.
- The approved caterer is a personal service provider that the Couple/Bride/Groom will arrange outside of this contract
 - ❖ You will be bound by the payment terms & conditions as set out by the approved caterer
 - ❖ 4 Seasons Country Club does not receive any gratuity from approved caterer.

DJ

- 4 Seasons Country Club will gladly recommend a DJ Company for your Wedding Day that provides an exceptional quality, service and attention to detail. Everything you want in a DJ to make your day perfect.
- Please contact the Venue Manager directly for this contact information
- You will deal directly with the DJ Company to arrange the style of music best suited for your event.
- On the day of your event the DJ will liaise directly with the Venue Manager &/or Assistant Manager
- The DJ Company is a personal service provider that the couple/bride/groom will arrange outside this contract.
 - ❖ You will be bound by the payment terms and conditions as set out by the DJ Company
 - ❖ 4 Seasons Country Club does not charge nor receive any gratuity from the DJ Company

Photography on Your Wedding Day

- 4 Seasons Country Club will gladly recommend a Photographer for your Wedding Day that has provided our couples with exceptional quality, attention to detail, and they know the 4 Seasons Country Club grounds well.
- Please contact Venue Manager directly for this contact information
- The Wedding Party will be served complimentary refreshments and appetizers during the photo session.
- 4 Seasons Country Club will permit couple to have free use of the grounds ahead of time for an engagement photo shoot or in the future for family, baby, anniversary photos, provided this is scheduled with Venue Manager ahead of time
- 4 Seasons Country Club provides the use of two golf carts for Couple and photographer(s), to obtain photos not near the clubhouse
 - ❖ The photographer(s) is a personal service that the couple/bride/groom will arrange outside this contract
 - ❖ 4 Seasons Country Club does receive photos of the grounds per event, at no cost to our couples



Photography Policy

- The photographer(s) acknowledges the policy below, and has a valid photography contract with couple
- The photographer(s) must abide by this policy while working at 4 Seasons Country Club.
- 4 Seasons Country Club is a private property and the owners take great pride in the grounds/golf course
- 4 Seasons Country Club staff member will accompany the bridal party/couple at times and take photos during your event for use by 4 Seasons Country Club. These photos are amateur and are used on the 4 Seasons Country Club website, 4 Seasons Face book page and other forms of advertising. We would love to show off our couples and use only the best photos of the day
- 4 Seasons Country Club acknowledges you've hired a professional photographer for your special day, and can assure you and your professional photographer(s) that our staff photographer won't use flash photography, nor communicate with any of the wedding party or guests to obtain a photo.
- Your photographer will have access to the venue grounds surrounded by the clubhouse and approved locations on the golf course (such as bridge on Hole #11), contact Venue Manager for details.
- Pets brought in for the photography session are to be approved by 4 Seasons management
- 4 Seasons Country Club management and staff reserve the right to deny access for photography to areas on the property for safety, privacy or misuse of property
- We invite your photographer(s) to tour the grounds with you prior to your wedding day, to select the perfect photo locations – we can suggest many awesome sites on the grounds. Please, ensure your photographer books an appointment with Venue Manager

Approved Décor on Your Wedding Day

- You may personally bring in tabletop décor for reception hall
 - ❖ This includes all tabletop décor for guest, specialty, head table, provided it is placed on the tables. Our Assistant Manager will set up this décor for you on your wedding day.
 - ❖ Candles for guest tables provided they are contained ex. mason jars, glass vases, etc. No exposed/open flame permitted. You must provide a sample or photo of your candle or container for approval, prior to use by email info@golf4seasons.ca or 2golf.ca@gmail.com
- Your own seating chart, for placement on our easel, incl. as part of your venue contract
- Your own floral arrangements for the ceremony service &/or reception table
- Real flower petals or bubbles for use in the ceremony service, chair decor



Restricted Decor on Your Wedding Day

- The use of any decor item(s) that is not specifically listed above under approved decor, including but not limited to:
 - ❖ The use of confetti, rice, fake flowers petals or seeds
 - ❖ Any type of flame or sparkler, or balloon that contains a flammable fluid, other than approved candles for guest tables

Bar Service

- 4 Seasons Country Club is licensed under the AGCO
- **Party Alcohol Liability Insurance** must be provided to 4 Seasons Country Club (Legal name: 4 Seasons Investments Inc (Claremont)). This may be purchased online at www.palcanada.com or through your own Insurance Broker
 - ❖ The liability insurance must carry a minimum of \$1 million insurance
 - ❖ Coverage must start at 10am day of event until 12noon the day after the event
- **Adequate food** must be served during all times while alcohol is being served
 - ❖ Please discuss & arrange this with approved caterer
- **Bar Service** area is located inside the building/clubhouse or marquis tent area
- Hours of service are from 3pm to 12:30pm
- Alcohol use will be restricted to Reception area, designated patio and green grass locations on the golf course. Alcohol is not permitted on driveway or parking lot area
- 4 Seasons Country Club supplies 1-2 Smart Serve bartenders , included as part of your venue contract
- Bartenders are not authorized to serve shots or doubles & we prohibit the use of energy drinks
- You decide on the type of bar service (cash, host/open bar, tickets or subsidized)
- 4 Seasons Country Club will provide pricing for various bar services, and will arrange outside from the venue contract
- Collection jars are for bartender tips only and will be used at bartender's discretion. Collection jars are prohibited at all times during your event
- Glass & plastic glasses for bar service are supplied by 4 Seasons Country Club, included as part of your contract
- Visa or MC authorization form must be signed at your pre-event meeting
- An invoice will be provided within five days following your event with the total



4 Seasons Country Club Site Information

- Wheelchair access is available for drop off and parking
- There is wheelchair access to the ceremony area, reception/clubhouse and washroom
- Parking lots are lighted
- Indoor washroom facilities are located in the main clubhouse
- There is an outdoor, non smoking patio with seating
- Smoking - designated outdoor smoking area is located behind the reception tent
Includes cruiser tables
Smoking is prohibited outside clubhouse area (back kitchen, staffing areas)

4 Seasons Country Club Event Set Up & Tear Down

- Please provide the Venue Manager with a copy of your seating plan at your pre-event meeting so that our team can prepare for your event
 - ❖ Include the number of tables and number of guests at each table including the head table
 - ❖ Include the number of speciality tables for head, guest, DJ, cake, gift, etc
 - ❖ Our Venue Manager will provide the caterer with a copy of the seating plan
- The 4 Seasons Country Club team will not dismantle, pack, load into vehicles, or in any way be responsible for any items, other than those supplies and owned by 4 Seasons
- All items not supplied or owned by 4 Seasons Country Club must be removed promptly at 1am on the day of your event; next day pick up might not be available

Damages

- 4 Seasons Country Club reserves the right to inspect and control all private functions
- A damage deposit of \$750 in the form of a post dated cheque is required when the event contract is signed, dated for the date of your event
- The security deposit will not be cashed unless you are advised that damages have occurred
- The remaining balance of the security deposit will be refunded within 7 business days
- Damages beyond \$750 will be your responsibility and will be billed to you directly
- Liability for damages will be charged accordingly
- 4 Seasons Country Club is not responsible for damage or loss of personal property or injury.



Force Majeure

- The agreement by 4 Seasons Investments Inc. is subject to acts of God, government authority, disaster strikes, civil disorders or other emergencies, any of which make it illegal or impossible for 4 Seasons Country Club to provide the services for your event. It is understood and provided that this agreement may be terminated for any one or more such reasons, by written notice from 4 Seasons Country Club/ 4 Seasons Investments Inc. to the client, without liability to 4 Seasons Investments Inc.

Limited Liability

- 4 Seasons Investments Inc. shall not be responsible for any injuries or loss suffered by any person, including death, or any loss of, damage to any property belonging to the clients or their invitees, or caused to others by clients or their invitees
- 4 Seasons Country Club does not accept responsibility for any personal belongings
- Please note that there is open water, hills, environmentally sensitive areas and large open areas on the grounds/golf course of 4 Seasons Country Club
- All children must be supervised at all times and must remain with their parents or guardian at all times

Cancellation

- All payments to 4 Seasons Investments Inc. are non-refundable, and are not transferrable to any other person
- Unfortunately we are unable to make exceptions. In the event of a date change 25% of the deposit will be applied as an administration fee and the balance of deposit will be applied to the new function event date. Please note the new event date is to be held within two years from the date or original event. A new contract must be signed for the re-scheduled event date.
 - ❖ You will be bound to any and all price changes and or increases for the new event date
 - ❖ You will be bound to any and all contract changes for the new event date
 - ❖ In the event a client cancels their event date a 2nd time the original deposit and all other payments are forfeited.



Payment Information

- 4 Seasons Country Club accepts payment by check, debit or electronic funds transfer for the \$1000 deposit, required upon signing your event contract
- Post dated cheques for the remaining payments & damage deposit are required at time of signing
- A post-dated check may be replaced by electronic transfer provide the transfer is received 7 days prior to the post-dated check date. Upon receipt of the electronic transfer the post-dated check will be destroyed
- Please ensure your payments are made on time to retain your event date
- \$100 service charge will apply to any payment that fails to clear. Failure to replace the payment within 24 hours will terminate this contract
- 4 Seasons Country Club does not accept credit card payments for deposits.

Venue Rental Rates

- **Saturday Pricing, Including Sundays on Long Weekends (Canada Day, Civic Holiday, Labour Day)**
Tented area/Marquis \$7,250 plus taxes (13% HST = \$8192.50)
Indoor reception area \$5,250 plus taxes (13% HST = \$5932.50)
- **Sunday through Friday Pricing (Excluding Sundays that fall on Long Weekends)**
Tented area/Marquis \$5,250 plus taxes (13% HST = \$5932.50)
Indoor reception area \$3,250 plus taxes (13% HST = \$3672.50)

Deposit breakdown: (Deposit 2, 3 & 4 are broken into equal payments)

1) Due Date _____ Cheque No. _____

\$1000 is due today at signing

2) Due Date _____ Cheque No. _____

\$ _____ is due 9 months before the event, post dated cheque required at signing

3) Due Date _____ Cheque No. _____

\$ _____ is due 6 months before the event, post dated cheque required at signing

4) Due Date _____ Cheque No _____

\$ _____ is due 1 month before the event, post dated cheque required at signing



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It is imperative that you read the terms and conditions stated within this contract, and you comply with all the time limits regarding payments, and all other information as stated.

I/We agree to the above terms and conditions as set out in the above statements and within this contract.

1) Bride/Groom

Print Name: _____

Signature _____

Date Signed _____ (MM/DD/YY)

2) Groom/Bride

Print Name: _____

Signature _____

Date Signed _____ (MM/DD/YY)

4 Seasons Investments Inc. (Claremont) – operating as 4 Seasons Country Club

Print Name: _____

Signature: _____

Date Signed _____ (MM/DD/YY)

Thank you for choosing 4 Seasons Country Club for your Special Day!