

Beach Breeze Inn

Agreement for Wedding Events

The Beach Breeze Inn is an establishment dedicated to and focused on providing a positive experience with all aspects of our business. That includes our many guests, our employees, our vendors and our neighbors. As such, many of our policies have been created in an attempt to balance all aspects of our business to allow us to successfully grow and operate our Inn.

The following is a breakdown of requirements and suggestions in order to commit to and successfully execute a wedding celebration at our Inn. While we understand that every wedding celebration is different, it is our intent to standardize our approach to how we handle each of our events. This agreement and all aspects of it will be enforced and used as a guideline for any and all future decisions and plans.

General Terms and Conditions

1. The client will provide the Beach Breeze Inn with a projected event attendance number at booking not to exceed 150 people. Any events over 150 people will incur an additional fee of \$50 per person plus tax, based on the number supplied by the Catering Company.
2. A site fee in the amount of \$3,500 plus tax will be required for the use of the front lawn area of the Inn. This fee is due and payable in full at the time of booking and is completely non-refundable. The fee will be for a single afternoon/evening reception event with one tent as specified at booking. The use of the lawn area will be for a specified time, agreed upon in advance, and in all cases will not extend past 8:00 PM.
3. Should a second tent be added for any reason on the front lawn area, there will be an additional site fee of \$500 plus tax assessed.
4. Any additional events such as rehearsal dinner or post reception brunch will be subject to additional Site Fees of \$1,500 plus tax per event and will also be payable at booking.
5. There is a site fee of \$1,500 plus tax for the use of our patio area in the event a more informal type of setting is desired for an event. Any scheduled gathering in that area will be considered a planned event and will be subject to the site fee. As with the front lawn utilization, any events held in this area will also be completed by 8:00 PM. This area does not consist of the pool area which is locked during any events held there. Unlike our front lawn area, we do not allow the use of glass containers and dishware on the patio area. All products used in this area must be either paper or plastic.
6. The Inn will make available **one** bathroom for the use of guests during the time of the event. All events over 50 people will be required to rent additional portable bathrooms or guest rooms to be used by event guests at the rate of one per 50 people. Normally we utilize Room 1 and Room 2 as additional bathrooms during the duration of the event. We will supply a staff member to monitor the cleanliness and supplies during the event and to completely clean the bathroom at 8 PM when the bathroom will then be turned back over to the occupant. It is the responsibility of the engagers to assign the occupants of those two rooms and alert them to the planned use. Any issues with their usage will necessitate the rental of portable bathrooms.

7. The common areas of the grounds and house will be available to all event guests, with the exception of the swimming pool, which is for Inn guests only and will be closed during all of our events.
8. The Beach Breeze Inn is primarily a lodging establishment that hosts wedding events. These events are held for a defined period of time only. Any gatherings before, during, or after the event should be done so with respect for our neighbors as well as for any guests who are trying to rest. Although all the rooms are rented by the wedding group, there is no agreement that the clients are able to use the Inn as a private after hour's party location.
9. The kitchen area and study will be closed at 10:00 PM each evening and re-open at 8:00 AM. The kitchen appliances will not be available for the use of guests of the Inn, event guests, or Caterer without prior consent.
10. Client will provide for the complete clean up of grounds at the completion of each event. Should the client or Caterer fail to provide adequate clean up, an additional fee in the amount of \$250 will be assessed to the Clients Credit Card
11. The Beach Breeze Inn can only accommodate parking for overnight guests of the Inn. Any additional guests must utilize parking at the Surf Drive Beach parking area. It will be the responsibility of the Clients to secure necessary permission to do so. Please contact the Beach Committee @ 508-548-8623.
12. For all events over 25 people, there will be a dumpster pick-up fee of **\$75 per event**, paid by Client, for the disposal of all trash affiliated with the event.
13. The Beach Breeze Inn is a non smoking environment. Any cigarette, pipe, or cigar smoking must be done on our front lawn or back patio area only. We do not allow smoking on our front porch.

Guest Room Rentals

1. It will be the responsibility of the clients to guarantee the rental of all available rooms at the Beach Breeze Inn for a minimum of two nights, at the normal daily rate for the dates of the event. Any extended stays will not be credited towards the total rooms requirement. The clients will supply a credit card number at booking, which will be authorized by the Beach Breeze Inn.
2. Should the event cancel within 90 days of planned date, the clients would be responsible for 100 % of the projected guest room charges for 2 nights, minus cancellation fees assessed to individual guests. Any cancellation outside of 90 days will result in a cancellation fee of 50% of projected guest room charges for 2 nights, minus cancellation fees assessed to individual guests.
3. In the event of inclement weather, failure of a third party contractor to perform their duties, medical emergency, transportation failures or any other non-preventable acts, the Beach Breeze Inn will receive all fees and charges as per this agreement.
4. Our guest rooms, suites, studios and apartments are rented for use as overnight accommodations only. We do not allow gatherings in any of our rooms, amplified music of any kind in our rooms or beverage coolers or kegs in any of our rooms.
5. It is understood by the Clients that the Beach Breeze Inn is a lodging only establishment. The Inn agrees to provide coffee and tea each morning for all overnight guests of the Inn. Any arrangements for additional services such as continental breakfast will involve an additional charge to either the engagers or to the room rates and must be agreed to in advance.

6. There is a mandatory room gratuity of \$2.00 per night that will be added to the master account for both mandatory nights of stay.

Tent and Equipment Rentals

1. It is the responsibility of the client to obtain and pay for all permits necessary for tenting, catering, parking, beach wedding, and entertainment. Most of the tent rentals companies can handle the tent permits but that needs to be discussed directly with them.
2. Only vendors listed on our preferred vendor list will be allowed to work on our site. No vendor not on our list should be contacted without prior approval from us.
3. It is the responsibility of the client to provide the Beach Breeze Inn with the Company Name and Contact Name of all contractors to be hired for the event a minimum of 60 days prior to event. The Beach Breeze Inn reserves the right to approve any and all of those contractors for that event.
4. Any tenting cannot be erected more than two days prior to event and must be removed no more than two days after event. The schedule of the tent is subject to prior approval by the Inn.
5. All arrangements with the rental company must be discussed with the Beach Breeze Inn prior to entering an agreement with the rental company. We reserve the right to review arrangements, add or subtract equipment, mandate the size and dimensions of the tent and ensure that all equipment rented will meet or exceed our requirements for events at our facility.
6. All dishware, flatware and glassware must be rented through either the rental company or the catering company and in all cases can not be either paper or plastic.
7. All tables must be covered with rental linens and in no cases will paper or plastic be allowed.
8. All event planning must include the cost of a minimum 10' X 10' tent to be used by the caterer as a staging area for the event. There is no site fee for the use of this tent.

Catering and Food Arrangements

1. The Catering Company contracted will provide standard liability insurance, liquor liability insurance and bartenders in all cases, at the expense of the Client. Should the Catering Company be unable or unwilling to provide proof of coverage, the Beach Breeze Inn reserves the right to refuse access to the site.
2. All food preparation by the Catering Company will be done so either on site or at the caterer's facility. In no cases will the Inn kitchen be utilized by the caterer for the purposes of preparing and serving food for an event.
3. A copy of the menu proposal and arrangements must be given to the Beach Breeze Inn prior to finalizing a contract. We will also receive a finalized copy of the menu arrangements 2 weeks prior along with guarantee numbers of guests.
4. The Beach Breeze Inn reserves the right to review and adjust levels of staffing of the caterer in order to ensure a more consistent style of service and execution.
5. All Catering Companies contracted will have the necessary insurance to provide the service of alcohol for all events.

Beverage Arrangements

1. The Beach Breeze Inn does not sell or handle any alcoholic beverages. All beverages must be purchased through a preferred vendor directly by the engagers of the event.
2. All hosted bars will be limited to a length of time not to exceed 4 ½ hours.
3. A licensed and insured bartender is required for all events where alcohol is served.

4. All bars will close 15 minutes prior to the conclusion of the event or at 7:45 PM, whichever is earlier. In no cases will alcohol service extend longer than 4 ½ hours, including beer and wine service.
5. At closing of the bar, all liquor will be removed and locked up under control of the Inn and will not be available for further consumption that evening. It is understood that all liquor is owned by the engager and will be returned to them the following day or returned to the original supplier if requested by the engager.
6. The Beach Breeze Inn does not allow the use of kegs at our events.
7. In all cases, the Beach Breeze Inn reserves the right to control the consumption of alcoholic beverages on our property at all times. We reserve the right to deny service privileges to any guest who, in our opinion, has exceeded the legal limit for consumption.

Entertainment

1. All entertainment must be approved in advance by the Beach Breeze Inn, to include bands, soloists, DJ, or recorded music. In all cases, **no music will be allowed after 8:00 PM.**
2. The Beach Breeze Inn reserves the right to limit the noise volume of any entertainment here at the Inn and our say will be final.
3. We do not allow the use of any amplified music on the front lawn, front porch, and patio after 8 PM. This includes any iPods, boom boxes or any other type of music being played.
4. We are not able to allow any musicians, with or without amplification, to perform after 8 PM.

Ceremony

Many of our wedding celebrations choose to have their ceremony at Surf Drive Beach, which is very close to the Inn. A permit is required by the Town of Falmouth which can be obtained at town hall. There are two areas located off of Surf Drive that have cut through walkways from the road to the beach and they serve as an excellent area for our ceremonies. There is no power so any amplification of music, readings, or the ceremony itself will need either battery power or a generator. The town does not allow a complete set up of chairs for the ceremony, however a small number for family and elderly guests is normally utilized. It is the responsibility of the wedding party to set up, clean up, and break down the ceremony area within 1 hour of the ceremony.