

Wedding Venue Reservation & Agreement



Wedding Couple _____

Mailing Address _____

Phone _____ Email _____

Wedding Date _____ Time _____ Number of Guests _____

Venue	Details	Rate	✓ Option Chosen	Fee
Formal Garden	100 chair setup included	\$400.00		
	50 additional chairs set up	\$50.00		
	100 additional chairs set up	\$100.00		
Peace Chapel	Seats 100 guests on benches in chapel	\$75.00		
	50 additional chairs set up	\$50.00		
Conservatory Atrium Available 7 pm – 1 am	Includes use/setup of round tables & chairs	\$600.00		
	Kitchen use if outside caterer	\$200.00		
Conservatory Conference Room	Includes use/setup of rectangle tables & chairs	\$300.00		
Historic Lodge	Includes use/setup of rectangle tables & chairs	\$600.00		
	Kitchen use if outside caterer	\$200.00		
Errick Willis Pavilion	Includes use/setup of round tables & chairs	\$600.00		
	Kitchen use if outside caterer	\$200.00		
Portable Sound System	2 hours or less	\$75.00		
	Additional \$500 damage deposit required for rental	Full day	\$150.00	
Gate Admission	Up to 100 guests	\$200.00		
	(see below)	Additional 25-50 guests	\$50.00	
		Additional 50+ guests	\$100.00	
All Inclusive Package Historic Lodge or Errick Willis Pavilion	Includes gate admission fee as per rules listed. Rent of the building for the day and use of Formal Garden for ceremony. No extra charge to set up and decorate building starting at 6 pm evening prior to wedding.	\$1200.00		
Next Day Clean Up	2-hour rental fee charged if choose to clean up day after the event	\$150.00		
Total Rental Fees				
Security Deposit Due at signing. Required to hold reservation. Will be applied to total rental fee.		\$500.00		
Total Rental Fees less Security Deposit				
Damage Deposit - \$500.00 per facility. \$250.00 if only using the Formal Garden. Will be refunded within 2 weeks of event if no damage. If damage occurs and exceeds Damage Deposit amount, customer will be billed the difference.				
Balance Owning	Due 2 months prior to wedding date			

Additional Information:

- Wedding couple is required to provide own officiant, piano/organ/keyboard or other music if desired. One electrical outlet is available in Formal Garden area.
- In case of inclement weather, the Peace Chapel may be used as an alternate venue in place of Formal Gardens at no additional charge.
- Due to the close proximity of the Historic Lodge to the campgrounds, events held at the Historic Lodge must end at 11 pm which is quiet time at the campground.
- If serving liquor at the Historic Lodge, a liquor license will need to be applied for through Kelvin Clinic.
- If serving liquor at the Errick Willis Pavilion, a liquor license must be obtained through Manitoba Liquor & Lotteries.
- The fee for gate admission includes admission for wedding couple, wedding party, parents, officiant, photographer, musician the day of the wedding and for rehearsal (if desired) and for wedding guests the day of the wedding.
- Any additional requests, changes or add-ons to this contract may result in additional charges.

Cancellation Policy: If cancellation occurs six months or more prior to event 100% of Security Deposit will be refunded. If cancellation occurs two to six months prior to event, 50% of Security Deposit will be refunded. If cancellation occurs less than two months of event, the Security Deposit will not be refunded, and client will forfeit 50% of Rental Fee. Damage Deposit will be refunded upon cancellation of event.

Please sign your agreement to the reservation as noted and enclose the Security Deposit Fee.

Return to: International Peace Garden, 10939 Highway 281, Dunseith ND 58329 or Box 419, Boissevain, MB R0K 0E0.

The undersigned acknowledges that he/she has read the Wedding Reservation & Agreement form as well as the attached Rental Agreement Terms and Conditions and understands all conditions of using this facility.

Name _____ Date _____

Name _____ Date _____

IPG Representative _____ Date _____

Security Deposit received _____ IPG Representative _____

Date _____

Balance of Rental Fees received _____ IPG Representative _____

Date _____

Damage Deposit refunded _____ IPG Representative _____

Amount _____ Date _____