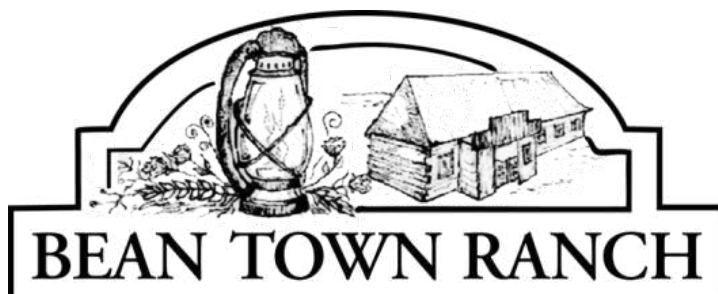


"Like" us on Facebook and check out recent testimonials, photos of our newlyweds and much more!

Suivez-nous sur Facebook et découvrez nos récents témoignages, des photos de nos nouveaux mariés et bien plus encore!



Wedding Contract



Bean Town Ranch inc.

2891 Concession 3
North Plantagenet, Ontario K0B 1L0
Tel: 613-673-5894
E-mail: info@beantownranch.com
Web site: <http://www.beantownranch.com>



The Wedding Contract

Bean Town Ranch agrees to reserve: _____
Day / Month / Year

For the wedding of: _____

Full name of bride: _____

Full name of groom: _____

Address of bride with postal code*: _____

Address of groom with postal code*: _____

Main work number: _____

Main home number: _____

Fax: _____ E-mail: _____

*** Please alert us as soon as any of this information changes.**

In order to reserve a date for your wedding, we require a deposit of \$1000.00. A second deposit of \$1,000.00 is due 8 months prior to your wedding day. Deposits are cashable and guarantee your reservation date at the Bean Town Ranch. All deposits are non-refundable and will be subtracted from your total invoice.

- ☐ Wedding day is in less than 8 months from the day of signing, a payment of \$1,500.00 is required upon signing the Wedding Contract.
- ☐ Wedding day is over a year away, an additional deposit of \$1000.00 is expected exactly one year before your wedding day.

A charge of \$80.00 for SOCAN (Society of Composers, Authors and Music) and Re:SOUND music licencing fees will apply. For details, please see www.socan.ca.

Bean Town Ranch reserves the right to increase food prices by 4% per year.



Terms & Conditions:

- At your request, an estimated invoice of your wedding will be drawn up in order to help you budget for your wedding. Half of this estimated invoice is due minimum 5 months before your wedding. The remainder of the estimated invoice must be paid 1 month before your wedding. We can also make monthly payment arrangements.
- The minimum amount of guests must be confirmed the Monday before your wedding. This is the minimum amount you will be charged, any other adjustments required will be made and an invoice or payment will be sent to you within 2 weeks after your wedding day. We accept Visa, American Express, Master Card and Interact. A 3% surcharge applies on credit card payments.
- All alcoholic and non- alcoholic beverages as well as all perishable foods (except wedding cake) must be purchased and served by **Bean Town Ranch's** employees. You may not bring any leftover food home.
- Prices are based on a minimum of 60 guests on any day except Saturday's when the minimum is raised to 90 total guests and you must purchase a full meal. Maximum capacity for a sit down dinner is 150 guests. You can invite an additional 100 guests after dinner.
- The minimum total beverage bill must be \$700.00. The bar closes at 1:30 a.m. and all patrons must leave by 2:00 a.m. All items from your event must leave the premises on the night of your event. All food and bar items are subject to 13% tax (+15% service charge on food and beverages).
- **Bean Town Ranch** has the right to add an additional amount to the final invoice in relation to any excessive damage that may occur as a direct result of this event. By excessive is meant anything over and above the normally expected wear and tear, and the amount to be assessed will be determined by the cost in repairing any damaged sustained.
- You must bring home all items, including all gifts on the evening of your wedding. We are not responsible for lost or stolen items.



Price:

- ❑ **3,600\$** on Fridays (minimum 70 guests) **[3,700\$ in 2017]**
- ❑ **4,300\$** on Saturdays and Civic holidays (minimum 90 guests) **[4,400\$ in 2017]**
- ❑ **3,600\$*** on Sundays (minimum 70 guests) **[3,700\$ in 2017]**

This price includes:

- Exclusive and private use of **Bean Town Ranch** and all its facilities, including the cottage for the bride and groom;
- Professional guidance and coordination of your wedding;
- Fireworks show during your first dance;
- Horse drawn carriage services (weather permitting);
- Candle lighting around the lake and bon fire (weather permitting);
- Seasonally themed decorations;
- Music from time of arrival until first dance (not including ceremony);
- All standard equipment needed for ceremony including: cedar benches, signing tables, tablecloths, candle lighting, pews and arches;
- All floor staff in formal dress;
- White or ivory table clothes, linens in assorted colors;
- Oil lamps or tea lights on tables;
- Full bar service and licensed bartenders.

Exceptions may be made with written consent of both parties. This document is used as your wedding contract with **Bean Town Ranch** and must be returned in full with signatures, deposit and **Preliminary Detail List**.

The wedding party has read and fully accepts all conditions and information as outlined in our **Frequently Asked Questions**.



This agreement can be hand given, faxed at 613-673-5491, or e-mailed in pdf format to info@beantownranch.com.

Agreed on this _____ day of _____, 20_____.

The couple has fully read the **contract information**, the **Wedding Help Book**, the **Steps to Take**, the **Preliminary Detail List** and understands the deposit policy.

Print names: _____

Signatures: _____

Bean Town Ranch: _____



Steps to Take

Dear bride and groom:

Thank you for choosing **Bean Town Ranch** to celebrate your most special day... Guy and I are eager to welcome you into our home and work with both of you in order to create the day you always imagined.

In order to facilitate the next steps for you, we've created a **Wedding Help Book** to try and make your event as stress free as possible. Remember that these are guidelines and tools that we've created from our years of experience. It will be to your best advantage to use these pieces as advice. We are very open to suggestions and ideas that will make your wedding as unique and special as the two of you!

I'm sure you are wondering what you should do next?

Step 1: Read the **Wedding Help Book**. It will answer the most frequently asked questions and put you at ease with the general procedures at **Bean Town Ranch**.

Step 2: Read **The Wedding Contract** carefully; fill in all the pertinent details. Make sure to include your full address and postal code as well as all available contact numbers for both of you. You must both sign the contract.

Step 3: Fill out **The Preliminary Detail List** as best you can.

Step 4: Send **The Wedding Contract**, **The Preliminary Detail List** and a cheque in the amount of \$1,000.00 (non-refundable) payable to **Bean Town Ranch**.

Step 5: Set a date with **Bean Town Ranch** minimum 5 months before your wedding date or 2 weeks before you print out your invitations, whichever comes first. From this meeting, information will be gathered for **Bean Town Ranch** to draw up an estimated invoice for you. Should you require monthly payment service please book this appointment at least 7 months before your wedding. A 50% of the estimated invoice is due 5 months prior to your wedding.

Step 6: The week of your R.S.V.P. date, call **Bean Town Ranch** to set up your final details appointment. At this point there are to be no major changes. Be prepared to pay the balance of your estimated invoice 4 weeks before your wedding day.



Step 7: By the Friday of the week before your wedding, **Bean Town Ranch** has been given the final guest count for the meal requirements. Make sure your suppliers have proper directions to **Bean Town Ranch**. Make sure the photographer is aware of the timeline of your wedding in order to avoid any delays.

Step 8: The Rehearsal: we offer a free rehearsal weekdays between 9 am to 5 pm only (**a surcharge applies to any after hour rehearsal**). You must allow 48 hours between your rehearsal and your wedding day. Please only invite the guests with pertinent duties to attend. You must bring all your non-perishable goods, decorations and seating plans at the rehearsal. Refrain from bringing children.

Step 9: The Big Day: Be here on time with your hearts filled and your large smile!



Preliminary Detail List

This form is to be filled out and returned with your non-refundable \$1,000.00 deposit and signed **Wedding Contract**. Please refer to the **Wedding Help Book** for assistance. This is just a preliminary idea of what style of wedding you are planning. It's just to give you and us an impression of what your wedding plans are.

Preliminary amount of guests including yourselves:

Adults: _____

Children over 2 years old: _____

Ceremony:

Are you planning on doing your service here? If so, what style and atmosphere you are trying to create?

On-Site: _____

Chapel: _____

Pavilion: _____

Off-Site: _____

Time of day: _____

Bar Arrangements: You can offer a choice of any of the following services:

☐ Host Bar ☐ Cash Bar ☐ A little of Both

Food Arrangements: Please let us know what you are thinking of serving:

☐ Sit-Down Dinner ☐ Buffet ☐ Cocktail ☐ Evening Food Service ☐ Wedding Cake

Music Arrangements: Simply indicate the style you like.

Before the ceremony: _____

For the dinner: _____

For the cocktail: _____

For the dance: _____



DJ/Band/Entertainment Agreement

By using the **Bean Town Ranch** facilities, your DJ, band or entertainer must agree to the following rules:

- a) A floor plan was drawn up with the **Bean Town Ranch**. The set-up location is indicated on the plan. We are happy to provide a 6' table and a chair dressed with a tablecloth. If you require more space and/or extra tables, you are responsible to contact us at least 2 weeks prior to the event.
- b) Usage of smoke or hazer machine is not recommended. However if you choose to do so and the fire alarm system is triggered, you will be charged a fine of \$100.00 for the evacuation and wrongful call of the Fire Department to our premises. Please advise us in advance if you will be operating such equipment.
- c) The DJ, band or entertainer must maintain proper decorum in regard to volume, language, dress, etc. at all times. **Bean Town Ranch** staff will be monitoring the volume at random times during the evening using a decibel meter. If the volume is too high (superior to 103 decibels), the entertainer will get a warning and will have to lower the volume. After 3 warnings, our staff will cut the power off to the sound system. This measure is to ensure the comfort of all and to ease communication between customers and servers/bartenders.
- d) All music and/or entertainment **MUST** stop playing at 1:45 a.m., unless otherwise agreed upon with us. Failure to respect this can result in the immediate shut down of the music.
- e) Set-up and sound check have to be completed 30 minutes prior to guests arriving at **Bean Town Ranch**.
- f) Please keep in mind that other services may be operating in the hall while you do your sound check and you may be asked to turn down the volume in the hall.
- g) The **Bean Town Ranch** provides a microphone set on a podium for the MC or guests speeches. The sound is played through our speakers installed for this purpose. The usage of additional microphones for the guests or you is at your discretion.
- h) Because of limited storage, we are unable to provide space for audio, cable cases or other equipment. These items have to be stored in your vehicle.



Frequently Asked Questions

When should the groom arrive?

Groom and his best man arrive one and half hour before ceremony; gives flowers and boutonnieres to the employees of the **Bean Town Ranch** (if needed), all deliveries can be made between 9:00 and noon.

Where do they go?

They stay either at the ceremony site or on carriage. Our greeters will welcome the guest upon arrival, check names off guest list and instruct them to proceed to the ceremony site or enjoy a wagon ride throughout the property.

Where does the bride go?

Bride and her bridesmaid should be here 45 minutes before ceremony and arrive through the delivery entrance. Five minute before ceremony begins we pick up bride and bridal party at patio door of main lodge were they have been getting dressed.

What do I need for the ceremony?

- Always invite guests a half hour before actual start time.
- Music: we have CD players at all ceremony locations but live music is also a lovely idea. (Check our website at www.beantownranch.com under Weddings and Service Suppliers.)
- Standard decorations are always seasonally themed: cedar benches, candles on fireplace, fire in fireplace (if weather permits). Pew pillars with swags and pillar candles, signing table, signing chair, tablecloths, Kleenex boxes, reserved signs, arch and atmospheric music before ceremony.

What do I do for music?

Have music for processional (4 to 5 minutes), registry (7 to 8 minutes) and recessional (2 to 3 minutes) on a CD. You must also provide **Bean Town Ranch** with all the music for the special moments: Grand Entrance, Cake Cutting, First dance, dance with parents, garter belt and bouquet toss, etc.

How long is a regular ceremony?

Most ceremonies last 30 minutes after which the bride and groom have a private carriage ride with a complementary beverage. Your photographer should then arrange group photo in front of ceremony site, bride and groom return, take picture and then move to next location for cocktails.

Where and what do we do for cocktails?

- Hors d'oeuvres should be served to your guests in between the ceremony and dinner if there is more than one hour in between. For options, go to our website at www.beantownranch.com under Weddings and Meals-Menu.
- Cocktails are nice in the Pavilion – if weather does not permit, we will either do the cocktail under the covered patio or in the Chapel itself. We encourage you to try and enjoy your cocktail and guests for about 20 to 30 minutes before formal photos.
- We will have the music, food and bar set up according to your instructions and we will be taking care of your guests. This is good time to incorporate your signing book or album, have live music or just some



culturally relevant music playing. Bring photos of yourselves and think of entertaining these guests while you are busy with pictures. Cocktail should be no longer than 2 hours.

- It is not mandatory to have a cocktail and you can save some time and money by going directly into the main pavilion for dinner. Cash or open bars can be arranged during cocktails. For options, go to website at www.beantownranch.com under Weddings and Meals-Menu. We also recommend serving vegetable, fruit and cheese trays at this time. Canapés are another elegant choice.

Do I have to make a chart for guest seating?

We insist on seating plans for all buffets and sit down dinners. When guest enters the dining room, waitress will escort guest to their seat according to the guest list and table setting forms you have provided.

What happens next?

- Your master of ceremony gives housekeeping rules, your bar arrangements, your kissing game and explains the timing of the meal.
- Introduction of bridal party (not necessary) then a quick toast or blessing is a good oral queue for our servers to start. A 3 course meals or most buffets take approximately 1.5 hours.
- Guests must be moved to second event for clearing tables: outside for the first dance on the island or in the chapel, slide show in the chapel, group photo on patio, etc.
- Guests can return to main dining room for the evening dance.

When are the horse and carriage available?

From 30 minutes before the ceremony till all guests are back in dining hall.

What are the choices of tablecloths and linens?

Tablecloths are in white or ivory and linens are available in 17 different colors.

How many people per table?

You can set your tables for 6 to 12 people across depending on the table size. We have 16 rectangular tables 72" x 30" that seat 6 to 8 people. We have 5 rectangular tables of 30"x 97" that seat 10 people and 4 tables of 30" x 120" that seat 12 people. We have 2 medium round tables for 6 to 8 people and two large for 8 to 10 people.

Can we get round tables and colored tablecloths?

Round tables can be rented but are not recommended for groups over 80 guests.

Can we invite more guests after dinner?

Yes, the capacity for sit down dinner reception is 150 guests in the Grand Hall. You can invite up to 100 more guests for the evening.

What is your smoking policy?

There is no smoking allowed in any buildings and under any covered area.

**How much wine should I budget for?**

We recommend that you budget for 2.5 glasses per guest. There are approximately 5 glasses per bottle. Our house wines are Ontario's Pelee Island Pinot Grigio (white) and Gamay Noir (red). Also available are Barefoot and Chateau des Charmes. The cost is \$28.00 per bottle (tax included). There is a service charge of 15%. We serve wine to your guests so there is no need to worry about free pouring. We do our best to protect you and your guests from over consuming. Establish a total bottle served budget and we shall respect it.

What centerpieces are included?

- Oil lamps and tea lights are complementary.
- Always nice to have one item play many roles: Nametag is also the take home gift (frame, little pots, etc.). Our staff will be pleased to set up your tables with bonbonnières, etc.

What would be the perfect time to come and decorate?

All that **Bean Town** offers is set up for you; most brides only bring their personal items to add (favours, guest books, etc.). You also have 2 free hours of set up from our staff; this is usually sufficient for all wedding set-ups.

Who do I contact if I have any questions?

Our office hours are Tuesday to Friday from 9:00 a.m. to 5:00 p.m. You can e-mail us anytime at info@beantownranch.com. We are a home-based business and live on-site so we would appreciate if you call before visits and that you refrain from calling after 5:00 p.m. or on week-end, since we have functions almost every night.

Can I take pictures on the site?

Yes, we have lovely gardens, forested spots, beautiful ponds, an apple orchard and many more photo opportunities. You may bring in your photographer for a "look see" at any time between 9:00 and noon on weekends. Just call ahead to make sure we are available.

When do I meet with the coordinator?

After an initial interview you will call to schedule an appointment before you've printed any invitations and no later than 5 months before your wedding. We will meet again the week that your RSVPs are due (regardless of the amount of responses) and another rehearsal 48 hours before your wedding day. Then of course on your big day!

Are you handicap accessible?

Yes, as well the Anjou Hall has air conditioning. We also have commercial smoke fans and insect control systems for the indoors.

Can we bring in our own caterer?

No, **Bean Town** offers the wonderful services of our Chef Paul Silk. Chef Paul has over 40 years of experience as an executive chef (including 15 years at Parliament Hill and 11 at **Bean Town Ranch**). His experience, knowledge and love of food are apparent in all his dishes. We uphold the high standards of service and professionalism that you require to make your reception a hassle-free delight. We have a menu full of choices; meals can also be tailored to your needs. **Don't forget** to let us know if you have any special dietary needs or allergies. For health reasons, no food can be returned to you after the event.



Is Bean Town Licensed?

Yes, our entire site is licensed and comes complete with a full bar and staff. Our license number is 804199 and our county name is Prescott Russell.

Important notes regarding the menu

- All items are subject to 13% sales tax, except alcohol.
- Meal choices can be changed up until 2 weeks before your event.
- Final numbers must be given 5 business days before the event. This will be the minimum amount charge to your account, regardless of the attendance the day of the event.
- You may bring in non-perishable chips, pretzels and crackers to compliment your food selection.
- Cake cutting service is free of charge. This includes the cutting of your cake as well as a coffee and tea station. However, we ask that you bring your own disposable cutlery, napkins and plates. It is your responsibility to let us know when to cut the cake and if any items must be returned to you.
- You can mix and match all items on the menu.
- No peanut oil is used at our facility; please let us know if you or your guests have any food allergies. Only some of the desserts may have been in contact with nuts.
- Table d'hôte selections are based on a 3-course meal, should you wish to add another course to any menu, add \$5.60 per person.
- Kids meals are \$19.40 for children between the ages of 2-13. Includes a fruit and veggie plate as first course. Main course is chicken fingers with plum sauce, fresh seasonal vegetables, rice blend and a roasted potato.
- White or ivory tablecloths are included. You may choose from 17 different colored napkins. There is an additional cost for silk napkins.
- We reserve the right to increase food prices by 4% per year.



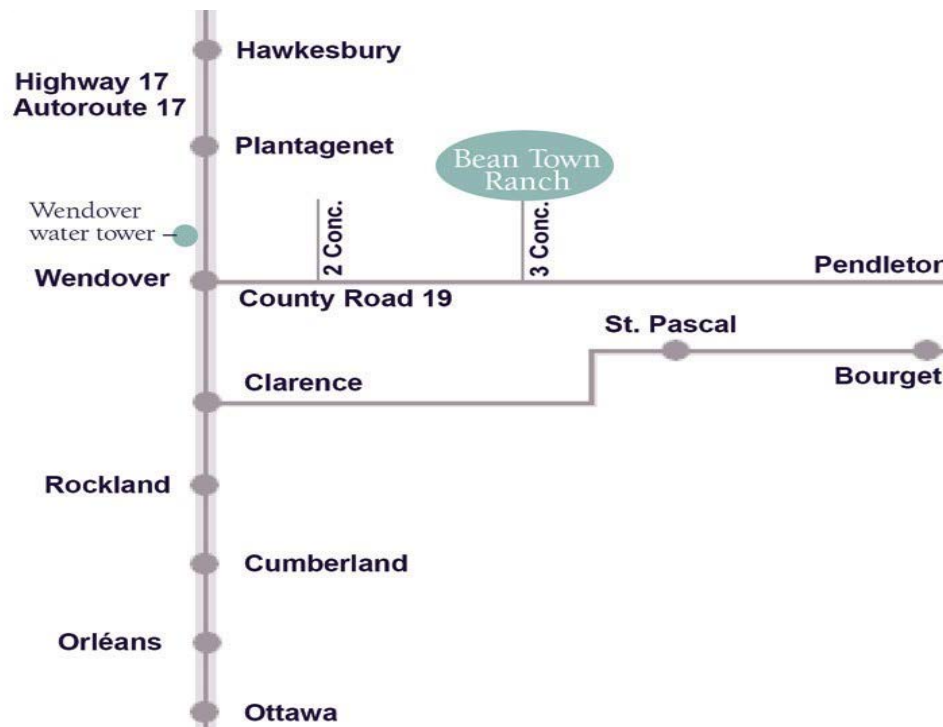
Map

From Ottawa:

Take Queensway (Highway 17 East also known as Highway 174) past Orleans and Rockland. Do not pass the Wendover water tower. Take a right turn on County Road 19 (towards the Papanack Zoo). Drive for 4.5 km and then turn left on the Concession 3. Bean Town Ranch is located on your left hand side 1 km from the corner.

From Montréal:

Take the 40 West which becomes Highway 417 once you cross into Ontario. It will change to Highway 17 West (also called the 174). Pass the towns of Hawkesbury and Alfred. The Wendover water tower will appear on your right and there is a flashing yellow light. Turn left on Country Road 19. Drive for 4.5 km and then turn left on Concession 3. Bean Town Ranch is located on your left hand side 1 km from the corner.

**Bean Town Ranch Inc.**

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