

Special Event Contract
Oscar H. Hanson House Bed & Breakfast
303 E. North Street
Cambridge, WI 53523
608-423-4379 OR 888-70-OSCAR

Responsible Party Name: _____
 Address: _____
 City, State, Zip: _____
 Phone: _____ Cell: _____
 E-Mail Address: _____

Honored Guest _____	Honored Guest _____
Address _____	Address _____
City, State Zip _____	City, State Zip _____
Phone _____ Cell _____	Phone _____ Cell _____

Event/Wedding/Reception Date: _____
 Event/Wedding/Reception Start Time: _____ End Time¹: _____

EVENT/RECEPTION SPACE

<input type="checkbox"/> Oscar H. Hanson House _____	Phone 608-423-4379 _____ \$ _____
<input type="radio"/> 10 People _____	<input type="radio"/> 40 People _____
___ Inside \$ _____	NA Inside \$ _____
___ Outside \$ _____	___ Outside \$ _____

CAKE

<input type="checkbox"/> Dan's Pastry Gallery, Bruce/Dan (\$80) _____	Phone 608-423-9942 _____
<input type="radio"/> 10 People _____	<input type="radio"/> 40 People _____
O8" Round \$ _____	O2-Tier \$ _____
OCookies # _____ \$ _____	OCookies # _____ \$ _____

Food Allergies/Dislikes _____

FLOWERS²

<input type="checkbox"/> Petals-N-Pieces (\$80) _____	Phone 608-423-3767 _____ \$ _____
<input type="checkbox"/> Dutch Designs, Ltd (\$80) _____	Phone 920-648-8234 _____ \$ _____
SubTotal _____	\$ _____
Tax _____	\$ _____
Grand Total _____	\$ _____

_____ **This quote is based on up to _____ guests and is valid through _____**

30 days

50% Due at Signing \$ _____ Rec'd by/Date _____

Innkeeper Signature/Date

Balance Due Date _____ \$ _____ Rec'd by/Date _____

Innkeeper Signature/Date

¹ Clean-Up begins at designated end time indicated above.
² Seasonal florals and greens.

OTHERS

Officiate _____ Phone _____ Cell _____
Hired Service _____ Phone _____ Cell _____
Hired Service _____ Phone _____ Cell _____

PHOTOGRAPHS

The innkeeper will take candid photographs of the honored guests. Photographs taken by the Innkeepers become the property of the Oscar H. Hanson House and may be used at the discretion of the Innkeepers. The quality of the photographs is not guaranteed. The innkeepers are also held harmless for equipment malfunctions or other acts of God that may interfere with the ability of the innkeeper to take pictures.

DRESSING ROOM SPACE

If the bridal party requires dressing space, only one room will be provided between 1 PM and 3 PM. If a space is needed prior to 1 PM, space will be provided at the cost of \$100 per hour.

INCLUSIONS

For the Intimate Reception Elopement Package, refer to Special Event Package Description and Price List. For the Afternoon Wedding Ceremony at the Inn, the rate is for outdoor space only.

EXCLUSIONS

This contract excludes lodging and dressing space before 1 PM and after 3 PM.

RESERVATION POLICY

A date is reserved with a 50% non-refundable down payment **and** a signed contract. The remaining 50% is due on or before the Balance Due Date of _____.

CANCELLATION POLICY

We acknowledge from time to time, cancellations happen.

- If the balance due is not received by the Balance Due Date or the event is cancelled at 30 days or less prior to the event, the event date is no longer reserved.
- Cancellation policies for lodging as stated on www.ohhanson.com apply.

DAMAGE

The Oscar H. Hanson House Bed & Breakfast holds the undersigned party responsible for any damage to art, retail items, floors, carpeting, and other furnishings as a result of abusive treatment by any person(s) attending the event.

The Oscar H. Hanson House Bed & Breakfast is NOT responsible for theft, damage to guest property, or personal injury during the time of this contract.

The Oscar H. Hanson House Bed & Breakfast is a smoke-free environment. Smoking is allowed in the designated area by the public sidewalk. Smoking materials need to be extinguished in the containers provided. Violators will be asked to leave immediately. In the event of damage from violators smoking or other causes associated with the event, the cost for theft, cleaning and repairs will be billed and charged to the responsible party.

The responsible party is responsible for damage caused by party guest misuse of property.

_____ Responsible Party Signature	_____ Date
_____ Innkeeper Signature	_____ Date