Wedding Hotel Contract Review Checklist

Read the guest-room agreement and the event agreement together, before signing. Use this list to confirm what each one says.

ROOM BLOCK

- [ ] Number of rooms and nights in the block
- [ ] Attrition percentage and when it is measured
- [ ] Cutoff date for the group rate
- [ ] Whether rooms booked outside the block count
- [ ] Release terms for unsold rooms

EVENT SPACE AND ACCESS

- [ ] Load-in and setup times for every vendor
- [ ] Freight elevator and loading dock rules
- [ ] Teardown window and late breakdown fees
- [ ] Ceremony, baraat and havan or diya permissions
- [ ] Noise limits and event end times

FOOD AND BEVERAGE

- [ ] Minimum spend for each event
- [ ] Menu, service style and staffing ratio
- [ ] Service charge, gratuity and taxes on both
- [ ] Vendor meals and their cost
- [ ] Cake cutting, corkage and outside food rules

GUEST SERVICES

- [ ] Welcome-bag delivery fee per bag
- [ ] Room-list deadline for deliveries
- [ ] Parking, valet and shuttle arrangements
- [ ] Breakfast inclusion for the room block
- [ ] Late check-out for the family

BAR

- [ ] Package price and what it includes
- [ ] Bartender and bar-attendant fees
- [ ] Number of bars and staff included
- [ ] Security requirements
- [ ] Overtime rate for bar service

CHANGES AND PROMISES

- [ ] Cost of moving or shortening an event
- [ ] Cancellation and rescheduling terms
- [ ] Every verbal promise confirmed in writing
- [ ] Named hotel contact for the wedding weekend

> General planning guidance from The Blissful Beginning. This checklist is not legal advice; for legal interpretation of any contract, consult a qualified attorney.

732-939-2104 · Amish@theblissfulbeginning.com