

Please Return Reservation Form to the Sales Manager or
marin-events@redlands.edu

Title of Event (list name of wedding couple)

Event Venue(s) or Retreat Center(s) Requested

Date (s) Requested for Contract

Requested Contracted Time (s)

Event Start Time/Event End Time

Requested Date and Time for Rehearsal (Time and Date will be confirmed, 30 days prior to event date)

Client First Name, Last Name (authorized to sign contract)

Company Name (if applicable)

Mailing Address, City, State and Zip Code

Number of Expected Guests

Daytime Phone Number/Cellphone

Client Email Address

Event or Wedding Planner Name/Contact Information

List Additional Lodging Location Request Above and Number of Overnight Guests

Check-In and Check-Out Dates

List Additional Lodging Location Request Above and Number of Overnight Guests

Check-In and Check-Out Dates

Notes:

Overview for Booking a Reservation

Venue Event Rates include 9 hours of contracted time between 8AM-11PM ~ Chapel Rentals include 4 hours of contracted time (example: 8am to 12pm or 2pm to 6pm) ~ Lodging Check-In Time is 3pm and Check-Out Time is 10am ~ \$150.00 Wedding Rehearsals can be booked 30 days prior to event date. Client has been made aware of Strict Noise Ordinances on Campus and in City of San Anselmo.

Placing Tentative Holds: Private Events require a venue viewing with an Event Services Associate prior to placing a hold. Tentative holds will be accepted by submitting a preliminary reservation form to hold a date for 7 calendar days, unless challenged. Holds will be released at the end of the hold date. Confirmation to move into Contracting process must be received in writing via email.

Challenging a Hold: A challenge to a tentative hold/pending contract reservation may be placed by submitting the event reservation form. When challenged, parties with tentative holds need to confirm reservation, move into the contracting process and pay venue fees or relinquish the date/venue immediately. When challenged, parties with pending reservations will be required to immediately a) confirm reservation b) produce a signed Contract by the specified due date and c) pay all venue fees due. If pending holds do not produce the required items, challenger will be awarded the date and must sign, return contract and pay reservation fees within 24 to 72 hours.

Payment Schedule: 50% of non-refundable venue fees will be due with returned signed contract. The balance of all applicable fees due 90 days in advance.

Contract Information: Client will assume the legal and financial obligations specified in the contract. An event is not confirmed until a duly authorized and signed contract has been executed. All Event Bookings require use of a Preferred Full Service Caterer on our UOR Vendor List. Additional fees apply to use an outside caterer with approval from Marin Event Services.

By submitting the reservation form, the client has reviewed the Overview for Booking a Reservation and understands the terms.