



Codrington College  
BARBADOS, W.I.

### WEDDING BOOKING FORM

The Client must complete this document four (4) months before the event date.

Customer: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Time of Event:(From-To) \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Time to Set up: (From-To) \_\_\_\_\_

Telephone: \_\_\_\_\_ Time to Pack up: (From-To) \_\_\_\_\_

Mobile: \_\_\_\_\_ No. of Attendees: \_\_\_\_\_

E-mail: \_\_\_\_\_ Onsite Contact Person: \_\_\_\_\_

Description of the event: \_\_\_\_\_

Please complete the form by indicating 'yes' in the last column for each item you require.

#### Location of Event:

College Buildings \_\_\_\_\_

College Grounds \_\_\_\_\_

#### Wedding Packages:

##### Ceremony Only

Name	Cost (\$)	Number of Guests	
Au Naturel	\$2,500.00	Up to 200	
Serene	\$4,000.00	Up to 50	
Divine	\$4,500.00	51 to 100	
Enchanted	\$7,000.00	101 to 150	
Exquisite	\$8,000.00	151 to 200	

See Details in Appendix A

**Ceremony & Reception**

Name	Cost (\$)	Number of Guests	
Serene	\$4,500.00	Up to 50	
Divine	\$5,000.00	51 to 100	
Enchanted	\$7,500.00	101 to 150	
Exquisite	\$8,500.00	151 to 200	

See Details in Appendix A

**Lawn Spaces:**

Lawns	Details	Cost (\$)	
Belfry Front Lawn	G – Lawn by the belfry to the front	\$500	
Flagpole Lawn	H – Lawn by the entrance	\$400	
Lake Lawn	I – Front Lawn to the right	\$1500.00	
Lodge Lawn	O – Section next to the principal’s residence.	\$1600.00	
College Lawn	N – Lawn by the Belfry to the back	\$1800.00	

**Please note that packages only include one lawn space. Any additional Lawn(s) selected will be an extra cost, as shown.**

See photo and key in Appendix B

**Chapels:**

Name	Cost (\$)	Details	
St. Barnabas Chapel	\$1500.00	Includes: Microphone and (1) Speaker, AC, Seats (40)	
Mary Magdalene Chapel	\$700.00	Seats 40 persons	

**Additional Space:**

Name	Cost (\$)	Details	
Belfry	\$1500.00	This space is located between the entrance and the Lodge Lawn	

**Add-ons:**

Services	Cost (\$)	Details	
Priest for Wedding	\$500.00	Officiating Minister/Priest must be Anglican	
Catering	-	Menus are available upon request.	
DJ	\$900.00 (4 hours)	Sound System, Handheld Cordless Microphone	
Live Entertainment	\$1000.00 (2 hours)	Singer	
Live Entertainment	\$1500.00 (1 hour)	Instrumental	

Rental Items	Cost per Item (\$)	Details	
20 X 40 Tent	700.00	One available	
20 X 20 Tent	400.00	Two available	
Lighting for the Parking Lot	\$5000.00	2 Generators & 2 Light Towers	
Arch	\$250.00	One available	

**Documents/Items to be acquired by the Client as needed:**

- Generators
- Additional Tents
- Health Certificate
- Liquor License
- Wedding License
- Security
- Staging
- Signage
- COSCAP License
- Lighting
- Video Recording
- Musicians (DJ, Band, etc.)
- Photography
- Portable Toilets
- Decorations
- Chairs (Outdoors)
- Tables (Outdoors)

**N.B.** Codrington Estates Development Company Limited will not be responsible for procuring the above items and documents!

**Responsibility of the Client:**

1. This Wedding Booking form should be submitted at least four (4) months/ 120 days before the event date.
2. The Client or Representative for the Client (s) agrees to pay an initial nonrefundable 25% of all fees. This payment serves to hold the venue for the specified date of the wedding and is payable at the time of booking form signature. The remaining agreed-upon will be before the wedding date event agreed-upon. The agreed-upon date of payment will be the

following: \_\_\_\_\_.

3. Payments may be made via (cash delivery, certified check, or direct bank deposit.)
4. Public Liability Insurance of \$250 is to be acquired by the client before the wedding. A copy of the certificate of insurance must be provided 30 days before the event.
5. If the Client (s) is forced to change the wedding date, The Codrington Estates Development Company Limited will try to transfer the booking to support the new date. The Client(s) agrees that in the event of a date change, any expenses, including but not limited to deposits and fees that are non-refundable and non-transferable, are the sole responsibility of the Client(s). The Client understands that last-minute changes can impact the quality of the event and that The Codrington Estates Development Company Limited is not responsible for these compromises in quality. All event cancellations must be made in writing (e-mail correspondence is acceptable) to the Business Development Manager.

The Cancellation Schedule and the corresponding rate for the refund of fees paid towards the rental of the event location and equipment and the administration fee are provided below. Please note that the Cancellation Schedule is based on the date of receipt of notification of cancellation, as seen below:

Refund Due	Notification Period
100%	100 days before the Event
50%	Between the date of signing the Booking Form and 90 days in advance of the Event
40%	Between 60 and 89 days in advance of the Event

30%	Between 46 and 59 days in advance of the Event
15%	Between 31 and 45 days in advance of the Event

6. The Client must be available to meet for discussion (via telephone, face-to-face, or Video Conferencing) with the team at Codrington Estates Development Company.
7. Set-up times, before the wedding or on the day of the wedding, are between 9:00 am and 5:00 pm, Sundays through Saturdays. Please note that we do not provide security for any structures or items.
8. This venue uses live, video and still photography to assist with promoting the venue. Client(s) agrees that permission to use video and still photos without images of guests for promotional purposes **ONLY** by Codrington Estates Development Company Limited will not be unreasonably withheld. NO nude photography is permitted anywhere at Codrington College
9. All weddings must end by 11:00 pm to comply with sound ordinances and to allow for cleanup and closure of the site by midnight.
10. All temporary structures put in place for the event should be dismantled and removed within three hours of the event ending. If the event ends after 8:00 pm but by 11:00 pm, the structures should be dismantled and removed by noon the next day with arrival at the premises after 9:00 am.

If the structures are not removed, the Client will incur a late fee penalty of \$300.00. CEDCL is not responsible for the safety of the equipment.

11. Decorations may not be hung with tape, wire, nails, or screws in the Belfry. All decorations must be removed without leaving damages directly following the departure of the last guest unless special arrangements have been made between the Client(s) and Codrington Estates Development Company Limited. Any decorations on fixed structures at the college provided by Codrington Estates Development Company Limited must be approved and removed by midnight on the night of the event.
12. . The Bar closes 30 minutes before the music has ended, and all alcoholic beverages will be removed and placed in a secure location for removal from the premise. Alcohol may not be served to minors. Illegal substances are not allowed at any time on the premise. Drunken/Violent disturbances are prohibited and subject to immediate removal from the premise and possible event termination without refund.
13. To pay a service charge of \$60.00 for any cheques returned from the bank.
14. The Client is responsible for removing their garbage to a disposal facility rather than on the property.
15. Noise levels must not be intrusive to impact the immediate environment negatively.

16. All vehicles associated in any way with the wedding must be parked within the parking area. No vehicles shall be parked on any other surface unless granted permission by Codrington Estates Development Company
17. To pay for any damages or expenses incurred at Codrington College due to willful or negligent acts of the Client, Client's staff and volunteers, or their guests or paying patronage to their event.
18. Inappropriate behaviour, as deemed by the Management of the premises, may result in your event being stopped or cancelled. Management also reserves the right to refuse service to anyone.
19. All children under 12 MUST always be supervised!
20. The Client must ensure that their party observes the No Smoking Policy of CEDCL.
21. The Client agrees to all established rules and policies of the Codrington Trust and CEDCL.
22. In the Chapels only, the officiating minister/Priest must be Anglican.
23. The Client(s) agree that accommodations or guest rooms provided by The Codrington Estates Development Company Limited for the wedding party will require a separate contract.

**Payment:**

- Payment can be made via Cash, Manager's Cheque, or direct deposits.

**Office hours: Monday to Friday from 10:00 am to 3:00 pm**

- ***Cheques are written to Codrington Estates Development Company Ltd.***
- Wire Transfer. See banking details below:
  - Bank Name: CIBC First Caribbean International Bank
    - Bank Address: Broad Street Branch, Bridgetown, Barbados
    - Account Name: Codrington Estates Development Co Ltd
    - Swift Code: FCIBBBBB
    - Account #: 1001162340

Kindly indicate when the transfer has been made.

**CEDCL Contact Details:**

Mr. Michael Whyte (Business Development Manager)

Codrington Estates Development Company Limited (CEDCL)

Codrington College, St. John, BB 20007

Barbados, WI

Tel: (246) 231-8225 / (246)231-8219

Email: cedcl@cedclbarbados.com

By signing this document, I acknowledge that I have carefully read and understood and abide by the Client's Responsibilities.

Print Name:

Signature:

Date:

## Appendix A - Package Details

### Au Naturel Ceremony Only Package)

- ✦ Up to 200 persons
- ✦ Selected Lawn
- ✦ Host
- ✦ Bathroom Attendant (4 hours)
- ✦ Parking Attendant (2 hours)
- ✦ Basic Bathroom Facility (up to 100 persons)
- ✦ Basic Electrical Access for Sound System (College Lawn only)

### Serene

- ✦ Up to 50 persons
- ✦ Selected Lawn
- ✦ Host
- ✦ Bathroom Attendant (4 hours)
- ✦ Parking Attendant (2 hours)
- ✦ Arch
- ✦ White Folding Chairs (up to 50)
- ✦ Tent (20x40)
- ✦ Basic Bathroom Facility
- ✦ Basic Electrical Access for Sound System (College Lawn only)

### Add-on for Reception

Up to 5 tables (8ft Round Tables or Cocktail Tables)



## Divine

- ✦ 51 to 100 persons
- ✦ Selected Lawn
- ✦ Additional Parking Area
- ✦ Host
- ✦ Bathroom Attendant (4 hours)
- ✦ Parking Attendant (2 hours)
- ✦ Arch
- ✦ White Folding Chairs (up to 100)
- ✦ Tent (20x40 or 30x30)
- ✦ Basic Bathroom Facility (up to 100 persons)
- ✦ Basic Electrical Access for Sound System (College Lawn only)

### Add-on for Reception

Up to 10 tables (8ft Round Tables or Cocktail Tables)

## Enchanted

- ✦ 101 to 150 persons
- ✦ Selected Lawn
- ✦ Additional Parking Area
- ✦ Host
- ✦ Bathroom Attendant (4 hours)
- ✦ Parking Attendant (2 hours)
- ✦ Arch
- ✦ White Folding Chairs (up to 150)
- ✦ Tent (30x30 or 30x50)
- ✦ Basic Bathroom Facility (up to 100 persons)
- ✦ Portable Sanitation Unit
- ✦ Basic Electrical Access for Sound System (College Lawn only)

### Add-on for Reception

Up to 15 tables (8ft Round Tables or Cocktail Tables)

## Exquisite

- ✦ 151 to 200 persons
- ✦ Selected Lawn
- ✦ Additional Parking Area
- ✦ Host
- ✦ Bathroom Attendant (4 hours)
- ✦ Parking Attendant (2 hours)
- ✦ Arch
- ✦ White Folding Chairs (up to 200)
- ✦ Tent (30x50 or 30x70)
- ✦ Basic Bathroom Facility (up to 100 persons)
- ✦ Basic Electrical Access for Sound System (College Lawn only)
- ✦ 2 Portable Sanitation Units

## Add-on for Reception

Up to 20 tables (8ft Round Tables or Cocktail Tables)

## Appendix B

