



THE wedding chapel policies

PROMPTNESS

1. The Bride must arrive to the chapel 40 minutes prior to the ceremony. The groom and any attendants must arrive 30 minutes prior to the ceremony. Guests must arrive 15 minutes prior to the ceremony.
2. All weddings must begin promptly as scheduled. In the event that your wedding is more than 15 minutes late, we reserve the right to charge a late fee of **\$150.00** or reschedule your ceremony at a later time.

PAYMENT

3. The Chapel requires a \$250.00 **non-refundable and non-transferable deposit** at the time of the booking. Final payment is due thirty (30) days prior to the ceremony date. If booking your wedding less than thirty (30) days prior to ceremony date, full payment is required at the time of the booking. Acceptable methods of payments are as follows: credit card, or money order. If payment is by credit card please complete the credit card authorization form and return a signed copy with your signed contract.

FEES

4. A premium may apply to holidays, special events, New Year's Eve and Valentine's Day.
5. Customizing your ceremony may require an additional ½ hour subject to availability. A \$500 fee will apply.
6. A \$250.00 premium for use of the Platinum chapel will apply. For parties over 50 guests not to exceed a maximum of 100 guests will **require** use of the Platinum chapel.

CANCELLATIONS

7. Should it be necessary to cancel a wedding, the following policy concerning refunds will apply:
Deposit at time of booking is non-refundable
30 days or less prior to your wedding date - no refund
No refunds will apply to any/all cancellations that are made with less than 30 days notification.

LIABILITY

8. Mandalay Bay is not responsible for loss or damage to any property, which the wedding party or their guests bring to Mandalay Bay before, during, or after the use of the facilities. Please assign a designated person to be responsible for your belongings; all personal items need to be removed from the dressing rooms prior to the ceremony.

FLORAL

9. All floral orders for packages must be ordered, confirmed, and paid for 30 days prior to your wedding date. Floral ordered less than 30 days prior to your wedding date is subject to availability. Any changes see separate floral agreement.

MISCELLANEOUS

- 10. Your time in the Chapel consists of 15 minutes for the ceremony and 15 minutes of photography immediately following.
- 11. The use of your own clergy, floral, photography or videography services is not permitted at the chapel.
- 12. Wedding Packages offered are as is not negotiable or interchangeable; only upgrades allowed.
- 13. If our obligations under this agreement are not met for any reason beyond our control, our failure is completely excused and we may cancel this Agreement by returning your deposit. The following is a partial list of events that, if they occur, would be considered reason beyond our control: strikes, labor disputes, accidents, government restrictions on travel, hotel operations, goods or supplies, acts of war and acts of God. If, for any reason, the reserved space is not available for the function, other spaces of comparable quality in the Hotel will be substituted.
- 14. Tax-exempt organizations must furnish a Certificate of Exemption to the Hotel prior to the event.
- 15. **If reserving a package that includes the honeymoon suite, a credit card will be requested upon arrival. Additional nights will be charged at the front desk only; payments for rooms are not taken by the chapel. Check in time is 3 PM.**
- 16. A marriage license from the Clark County Courthouse is required. Your marriage must be present at the time of your ceremony.
- 17. It is against hotel policy for employees to accept packages for their guests. All packages must be sent to the business center and must be picked up by the guest. If a package is sent to the wedding chapel it will be refused and sent to the business center.

If the above information meets with your approval, a signed copy of this agreement is required to confirm the chapel at Mandalay Bay Resort and Casino.

ACCEPTANCE:

I hereby agree to be bound by the terms and conditions set forth in the Wedding Chapel Policies. I certify that I have authority to bind to this agreement.



Signature

Date

Please do not hesitate to contact us if you have questions or concerns. We look forward to extending to you and your guests our level of fine service and warm hospitality.



THEfloral agreement

Any floral changes less than 30 days prior to your wedding date require the following additional charges:

- ◆ \$50 fee to change package floral
- ◆ 50% of the upgraded total cost is required to change upgraded order

Cancellations made less than 30 days prior to the wedding date will not be refunded.

Additions can be added at any time subject to availability.

A signed copy of this agreement is required to confirm your floral order.



Signature

Date



THE Photography/Video Agreement

Photography

- Please be aware that a CD with all of the images is available to purchase after the Ceremony but is not included in any of our packages.
- Please note that there are one, two, three and four hour upgrades that can be added to your package as an upgrade.
- Please note that upgrades need to be added up to 24 hours in advance in order to schedule a photographer.
- Please be aware that photography for the ceremony will be provided by THE wedding chapel.
- If the event is off premises a \$100 surcharge will apply. Transportation will also need to be provided to and from location.

Photography Appointments

- Please note that all couples will be given the opportunity to set up an appointment to review *images* the day after the ceremony.
- Please be aware that should you need to, you can preset a *photo* viewing appointment up to six months in advance. You can do this by emailing mbsales@cashmanpro.com.
- All images will be available for viewing the following day at the viewing appointment.
- Please note that for any additional question you can contact the sales office at 702-632-6145.

Video/Webcasting

- Additional Video time can be purchased in two and four hour increments. (*note: each hour of coverage yields approximately 30 minutes of footage*)
- All ceremony video DVDs will be distributed immediately after the ceremony. Upgraded video packages will take 4-6 weeks for completion.
- All Video upgrades must be booked at least 72 hours in advance.
- If the event is off premises a \$100 surcharge will apply. Transportation will also need to be provided to and from location.
- Live internet Webcasting is available. Contact your wedding coordinator for details.

Signature: _____ Date: _____



CREDIT CARD AUTHORIZATION FORM

Please return to Mandalay Bay Attn: THEwedding chapel

I hereby authorize charges outlined below to be charged to my credit card:

PLEASE CIRCLE: \$ _____ **Date to be charged:** _____

DEPOSIT PAYMENT FINAL PAYMENT MUSIC
FLORAL PHOTOGRAPHY VIDEOGRAPHY OTHER

Groom's Name: _____ Bride's Name: _____

Wedding Date: _____ Wedding Time: _____

Credit Card Number: _____ Expiration Date: _____

Cardholder's Name: _____

Credit Card Statement Address: _____

Telephone: _____ Fax: _____

I authorize and acknowledge that all of the aforementioned charges will be processed to my credit card for the above mentioned persons/items. (Advisory: Debit Card users only, this authorization amount may affect your checking account until settlement of transaction.)

Signature: _____ Date: _____

For Office Use Only:

Prepared By: _____

Date: _____

Processed By: _____

Date: _____