



THE wedding chapel policies swan court

Promptness:

1. The bride and any attendants must arrive at the front entrance of Aureole 25 minutes prior to the ceremony time. The groom, wedding party and guest must arrive at the front entrance of Aureole 15 minutes prior to the ceremony time.
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 the card on file a fee of \$150.00 and/or reschedule your ceremony at a later time or date.

Payment:

3. THE wedding chapel requires a \$250.00 **non-refundable and non-transferable deposit** at the time of booking. Final payment is due thirty (30) days prior to the ceremony date. If booking your wedding less than thirty (30) days prior full payment is required at the time of booking. Acceptable methods of payments are as follow: credit card, cashiers check or money order. If payment is by credit card please complete the credit card authorization form. To book the wedding date and time you must return the request form, signed contract and deposit.

Fees:

4. A premium may apply to Holidays, Special Events (dates), New Year's Eve, and Valentine's Day.
5. In the event that your wedding is more than 15 minutes late we reserve the right to charge the card on file a fee of \$150.00 and/or reschedule your ceremony at a later time or date.
6. Décor: if you add décor for your reception the following fees will be added: set-up/strike labor 25% of total. Deliveries and shipping 35% of total. Fees will be on proposal.

Cancellation/Postponed:

7. Should it be necessary to cancel/postponed the wedding the following polices concerning any refunds will apply:
 - a. Deposit at time of booking is non-refundable/non-transferable.
 - b. Thirty (30) days or less to the wedding date there is no refund.
 - c. Thirty (30) days or less to the wedding date funds are non-transferable.
 - d. Payments prior to thirty (30) days will be refunded.

No refunds will apply to any/all cancel/postponed weddings that are made less than thirty (30) days of notification.

8. In the event that your wedding has to be cancelled/postponed you have up to a year to rebook and use the funds.

Liability:

9. Mandalay Bay is not responsible for loss or damages to any property which the wedding party or their guest bring to Mandalay Bay before, during, or after the use of the facilities.

Floral:

10. All floral orders for wedding plans must be ordered, confirmed and paid for thirty (30) days prior to your wedding date. Floral ordered less than thirty (30) days to your wedding date is subject to availability. Any changes see separate floral agreement.
11. The floral included in the Swan Court location is to be the standard floral unless a different floral is requested by couple. Should couple choose to change floral, real floral will be used rather than standard silks and couple be charged according to selection. The standard floral is two silk alter arrangements.
12. Special request must be given to your wedding coordinator to ensure the following:
 - a. Flower availability.
 - b. Any additional pricing.
 - c. Floral color is subject to availability and can not be determined until delivery.

Miscellaneous:

13. Swan Court is located at Aureole Restaurant.
14. Swan Court is only available Monday-Thursday. 12pm-3pm every hour.
15. Your time at the Swan Court consists of 15 minutes for the ceremony and 15 minutes of photography immediately following the ceremony (Based on wedding plan selected).
16. Maximum guest at the Swan Court is 30.
17. During pool season with the location of the swan court you may hear music coming from the pool area.
18. Bridal will meet dressed and ready 25 minutes prior and be put in a private room with wedding party. Groom, wedding party and guest will meet dressed and ready 15 minutes prior and will be escorted in and be taken to ceremony location.
19. The use of your own clergy, floral, photography or videography (professional/nonprofessional) is not permitted at the Swan Court.
20. The wedding plans offered are as is and non-negotiable or interchangeable; upgrades only allowed.
21. 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/payments. The following is a partial list of events that if they occur they 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.
22. Tax-exempt organizations must furnish a Certificate of Exemption to the Hotel prior to the event.
23. **If reserving a wedding plan that includes a suite a credit card will be requested upon check in. Additional nights will be charged at the front desk **only**; payments for rooms are not taken by THEwedding chapel. Check in time is 3:00pm and check out is at 11:00am. Early check in or late check out requests must be arranged directly with the front desk. Chapel rates are not available for New Years.** A daily resort fee of \$18 (subject to applicable lodging tax) will be added to your account.
24. A marriage license from the Regional Justice Center, Clark County is required. Your marriage license must be present at the time of your ceremony.
25. It is against hotel policy for employees at THEwedding chapel 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 THEwedding chapel it will be refused and sent to the Business Center.
26. Should there be weather conditions that prohibit your ceremony from taking place at the Swan Court location your ceremony will be moved into an available chapel. Moving inside the chapel is optional. Partial refund may apply.

27. During the planning process you will have an assigned wedding coordinator who will assist you with the planning process. On the day of the wedding there may be a different coordinator who will assist with servicing the wedding due to scheduling. Assigned wedding coordinator will not be guaranteed as serving coordinator.

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

THEwedding planning process

Book wedding date and time:

- To book your wedding date and time please send in the following:
 - Request form
 - Contract for location
 - Deposit-non-refundable or transferable
- Worksheets for the wedding plan will be sent via email with in 24 hours along with confirmation of your wedding date and time.

If it is the coordinators day off this may take up to 72 hours, another coordinator will confirm the date and time via email.

Questions:

- From this point on, your wedding coordinator is available to you by phone, email and by appointment. Please feel free to contact your wedding coordinator regarding any questions or concerns you may have. Your wedding coordinator is here to make the planning process stress free and enjoyable whether it being 1 week or 1 year to your very special day.
- If you are requesting custom floral and/or ceremony/reception décor please provide this information as soon as possible; you do not have to wait until 45 days prior. This will give your wedding coordinator ample time to obtain pricing and create a décor proposal for you to review and confirm. All floral requests must be finalized 30 days prior to ensure availability of requested floral and to avoid any additional penalties/ fees.

Worksheets:

- Are due 45 days prior to the wedding date.
 - Final wedding event form and balance will be sent via email.
 - Coordinator will contact you if there are any questions.

**Please Note: If you return your worksheets prior to the 45 day mark, please allow your wedding coordinator up to 14 days to complete your final paperwork. The wedding coordinators work on a 30 day basis and will be finalizing wedding ceremony details at this time. **

Final paperwork:

- Final wedding event form and balance will be sent via email.
- Please review, make any corrections on it sign and fax it back with the balance.
- It is imperative to ordering and scheduling that your final paperwork and payment is received before or on the 30 day mark.
- After returning the final paperwork your wedding is completed.

Acceptance:

I hereby agree to be bound by the terms and conditions set forth in THEwedding chapel policies. I certify that I have authority to bind to this agreement.

Signature: _____ Date: _____



THEfloral agreement

Any floral changes made less than thirty (30) days prior to your wedding date the following additional charges will apply:

- \$50.00 fee to change any floral.
- An additional 50% of the total cost to change or add to the floral order.

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

Additions can be added at any time and are subject to availability.

Special request must be given to your wedding coordinator to ensure the following:

- Flower availability.
- Any additional pricing.
- Floral color is subject to availability and can not be determined until delivery.

A signed copy of this agreement is required to confirm your wedding date.

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 wedding plans.
- Please note that there are one, two, three and four hour upgrades that can be added to your wedding plan 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 \$100.00 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

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: _____

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.)

Credit Card Number: _____ Expiration Date: _____

Cardholder's Name: _____

Credit Card Statement Address: _____

