

# Belfast Breeze Inn

192 Northport Ave., Belfast, Maine 04915  
207-505-5231

## Wedding Quotation/Contract

Please complete this form as much as you can at this time. Thank you!

<b>Name of Primary Contact Person</b>	<b>Address</b>	<b>Telephone</b>	<b>Email</b>
<b>Principals (Bride, Groom, Partners)</b>	<b>Residing in (city, state)</b>	<b>Telephone(s)</b>	<b>Email(s)</b>
<b>Wedding Date</b>	<b>Day of the Week</b>	<b>Time of Ceremony</b>	<b>Time of Reception</b>
<b>Wedding Planner (if you have one)</b>	<b>Address</b>	<b>Telephone</b>	<b>Email</b>
<b>Ceremony Venue</b>	<b>Address</b>	<b>Telephone</b>	<b># of Guests</b> ____ ____ <i>short list</i> ____ <i>maximum</i>
<b>Ceremony Venue Contact Person</b>	<b>Name</b>	<b>Telephone</b>	<b>Email</b>
<b>Who will perform the ceremony?</b>	<b>Name</b>	<b>Telephone</b>	<b>Email</b>
<b>Reception Venue</b>	<b>Address</b>	<b>Telephone</b>	<b># of Guests</b> ____ ____ <i>short list</i> ____ <i>maximum</i>
<b>Reception Contact Person</b>	<b>Name</b>	<b>Telephone</b>	<b>Email</b>

Style of Wedding – Please describe your desired style or theme of your wedding. In addition to getting married and enjoying time with family/friends, what are the key things that will stand out for your wedding?

Services you wish to contract with Bay Leaf Cottages & Bistro: Please check those that apply

- Accommodations for \_\_\_ wedding party \_\_\_ immediate family \_\_\_ guests = # \_\_\_\_\_ rooms
- Wedding Rehearsal with officiant
- Wedding Rehearsal \_\_\_ cocktails \_\_\_ dinner
- Wedding Venue \_\_\_ outdoor \_\_\_ tent
- Wedding Reception \_\_\_ outdoor \_\_\_ tent
- Catering \_\_\_ in-house \_\_\_ external vendor ( \_\_\_ luncheon \_\_\_ afternoon \_\_\_ cocktail party \_\_\_ dinner)
- Post-wedding Brunch \_\_\_ outdoor \_\_\_ tent \_\_\_ inside Bistro
- Maine Lobster with meal function: \_\_\_\_\_
- Maine Wine Pairing with meal function: \_\_\_\_\_
- Special Dinner or Program for Family/Guests (specify): \_\_\_\_\_
  
- Wedding Planning \_\_\_ coordinate ceremony \_\_\_ coordinate reception  
                                   \_\_\_ coordinate lodging                                  \_\_\_ coordinate transportation  
                                   \_\_\_ coordinate catering                                  \_\_\_ coordinate rental of equipment, tents, supplies  
                                   \_\_\_ coordinate floral/decorations \_\_\_ coordinate wedding cake/delivery/cutting  
                                   \_\_\_ coordinate other (specify): \_\_\_\_\_

Target Budget per guest: \$\_\_\_\_\_ for reception (this includes facility use, coordination and set-up services, rentals, meals, beverages).

Estimate \_\_\_ Quotation \_\_\_ Contract \_\_\_ Date \_\_\_\_\_ By \_\_\_\_\_

Total estimated cost: \$\_\_\_\_\_

Details:

- Lodging
- Functions/Events
- Catering/Meals
- Services

Upon receipt of your estimate, please determine what services need to be adjusted. Then we will prepare a contract and a 50% deposit will be due by: \_\_\_\_\_

- I accept the estimate as is.
- The estimate needs the following revisions: