



Revised: July 2020

If completing online, please complete the form in full. If you leave this page, the form will clear.

Wedding Agreement

Today's Date: _____

GENERAL WEDDING INFORMATION

Preferred Wedding Date: _____

Preferred Wedding Time: _____

Venue Rentals (check all that apply):

- Price when Bennett Centre catering is ordered: \$1250
- Price without catering: \$1500
- Outside area only and washrooms for up to 5 hours: \$800
- 20 x 40 canopy tent: \$600 (+ \$500 damage deposit)

Spouse A Name: _____

Mailing address: _____

Primary phone number: _____

E-mail: _____

Spouse B Name: _____

Mailing address: _____

Primary phone number: _____

E-mail: _____

Wedding Day Main Contact Person: _____

Mailing address: _____

Primary phone number: _____

E-mail: _____

REQUIREMENTS

Number of guests expected: _____

Rental start time: _____

Guest arrival time: _____

Ceremony start time: _____

Ceremony end time: _____

Rental end time:

- Outside Space – quiet time 11pm
- Inside Space – must be out by 1am

**Please allow an appropriate amount of time in which to pack up and load your decor items.*

ADDITIONAL ITEMS

Do you require a wedding rehearsal? **YES** **NO**

Preferred Wedding Rehearsal Date: _____

Please describe what you need for the rehearsal:

Do you require a liquor license? **YES** **NO**

Will you be renting décor? **YES** **NO**

Rental Company Name: _____

Contact Name: _____

Contact number: _____

Please describe the items they will be bringing and where they will be placed:



PAYMENT INFORMATION & CANCELLATION POLICY

Wedding Agreement

To guarantee your reservation at Bennett Centre, Bennett/Metro must receive a Wedding Agreement and a deposit of \$800. A full refund will be issued, minus a \$50 administration fee, if written cancellation is received 7 business days from when the form/agreement is signed. After that time, cancellations will not receive a refund. Final payments are due 30 days before the event date.

A Deposit can be paid with a Cheque (Payable to: Edmonton Public Schools) or Credit Card.

Method of Payment:

- Cheque** (Payable to: Edmonton Public Schools)
- Credit Card**

Final payments are paid with Credit Card. Please complete section below.

This section must be completed

CARDHOLDER NAME: _____

CREDIT CARD NUMBER: _____ - _____ - _____ - _____

Expiry Date: ____ / ____

CARDHOLDER SIGNATURE: _____

I authorize Edmonton Public Schools #7 to charge my credit card for payments relating to my event. Should I have to cancel my event within 7 days of booking, I authorize Edmonton Public Schools to charge my credit card a \$50 Administration Fee.