

**Wedding Event Form**

**Locations and Times**

Event Date: \_\_\_\_\_  
 Designated Contact Person: \_\_\_\_\_ Contact info \_\_\_\_\_  
 Wedding ceremony: Location \_\_\_\_\_ Time \_\_\_\_\_  
 Photography: Location \_\_\_\_\_ Time \_\_\_\_\_  
 Reception: Location \_\_\_\_\_ Time \_\_\_\_\_  
 Other: \_\_\_\_\_ Location \_\_\_\_\_ Time \_\_\_\_\_

Total number of wedding party and guests: \_\_\_\_\_  
 Number of those staying at the Whaler: \_\_\_\_\_  
 Name of registered guests & unit #:

Owner/Guest _____	Unit# _____
Owner/Guest _____	Unit# _____
Owner/Guest _____	Unit# _____
Owner/Guest _____	Unit# _____
Owner/Guest _____	Unit# _____
Owner/Guest _____	Unit# _____
Owner/Guest _____	Unit# _____

**Setup**

Tables: \_\_\_\_\_  
 Chairs: \_\_\_\_\_

Vendor Name(s): \_\_\_\_\_  
 Parking requirements \_\_\_\_\_  
 Insurance requirements \_\_\_\_\_

**Fees**

**The following fees and damage deposit will apply to events that are larger than 10, requiring set-up/clean-up and security work, payable eight weeks in advance or as soon as possible per the following schedule:**

Number of Guest	Fee's( Non – Refundable)	Damage Deposit (Refundable)
11 to 20 or more than ½ hr ceremony	\$25 per ½ hour (excluding set-up)	\$200.00
21 to 50	\$50 per ½ hour (excluding set-up)	\$500.00

Note that set- up fee's are charged \$25 for every ½ hour and based if only AOA Staff is available to accommodate.

**EVENT & USE OF COMMON SPACE AGREEMENT**

I, \_\_\_\_\_, Owner/Guest of Unit \_\_\_\_\_

hereby agree to the terms of the Event & Use of Common Space Agreement and agree to adhere to the policies and procedures governing as such.

Owner/Permitted User Signature \_\_\_\_\_ Date \_\_\_\_\_

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**AOAO Management Use**

AOAO Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Small ceremonies requiring no setup**

\$ \_\_\_\_\_ Deposit Collected \_\_\_\_\_ \$200 Deposit Returned \_\_\_\_\_

\$ \_\_\_\_\_ Fee Collected \_\_\_\_\_

AOAO Signature \_\_\_\_\_ AOAO Signature \_\_\_\_\_

**Large ceremonies/receptions/parties requiring setup and extended use of common space**

\$500 Deposit Collected \_\_\_\_\_ \$500 Deposit Returned \_\_\_\_\_

\$ \_\_\_\_\_ Fee Collected \_\_\_\_\_

AOAO Signature \_\_\_\_\_ AOAO Signature \_\_\_\_\_

Additional Comments

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