



Codrington College
BARBADOS, W.I.

WEDDING BOOKING FORM

The Client must complete this document four (4) months before the event date.

Customer: _____ Date of Event: _____

Contact Person: _____ Time of Event:(From-To) _____

Mailing Address: _____ Time to Set up: (From-To) _____

Telephone: _____ Time to Pack up: (From-To) _____

Mobile: _____ No. of Attendees: _____

E-mail: _____ Onsite Contact Person: _____

Description of the event: _____

Please complete the form by indicating 'yes' in the last column for each required item.

Location of Event:

College Buildings _____

College Grounds _____

St Mark's Grounds _____

Wedding Packages:

Ceremony Only

Name	Cost (\$)	Number of Guests	
Au Naturel	\$2,500.00	Up to 200	
Serene	\$4,000.00	Up to 50	
Divine	\$4,500.00	51 to 100	
Enchanted	\$7,000.00	101 to 150	
Exquisite	\$8,000.00	151 to 200	

See Details in Appendix A

Ceremony & Reception

Name	Cost (\$)	Number of Guests	
Serene	\$6,500.00	Up to 50	
Divine	\$7,000.00	51 to 100	
Enchanted	\$9,500.00	101 to 150	
Exquisite	\$10,500.00	151 to 200	

See Details in Appendix A

Lawn Spaces:

Lawns	Details	Cost (\$)	
Belfry Front Lawn	G – Lawn by the belfry to the front	\$500.00	
Flagpole Lawn	H – Lawn by the entrance	\$400.00	
Lake Lawn	I – Front Lawn to the right	\$1500.00	
Lodge Lawn	O – Section next to the principal's residence.	\$1600.00	
College Lawn	N – Lawn by the Belfry to the back	\$1800.00	
St. Mark's Lawn & paved space	Located at St. Mark's Church	\$1500.00	

Please note that packages only include ONE(1) lawn space. Any additional Lawn(s) selected will be an extra cost, as shown. See photo and key in Appendix B-

Chapels:

Name	Cost (\$)	Details	
St. Barnabas Chapel (Anglican officiated)	\$1500.00	Includes: Microphone and (1) Speaker, AC, Seats (40)	
Mary Magdalene Chapel (Anglican officiated)	\$700.00	Seats 40 persons	
St. Mark's Chapel (Anglican officiated)	\$1500.00	Church, Choir, Organist, Floral Decorator Seats 100 persons	

Additional Space:

Name	Cost (\$)	Details	
Belfry	\$1250.00	This space is located between the entrance and the College Lawn	
St Mark's Auditorium	On request		
Commercial Kitchen at St Mark's Church	\$1200.00	Full kitchen	

Add-ons:

Services	Cost (\$)	Details	
Priest for Wedding	\$500.00	Officiating Minister (Does not have to be an Anglican priest once the ceremony on the lawn)	
Catering	-	Menus are available upon request.	
DJ	\$900.00 (4 hours)	Sound System, Handheld Cordless Microphone	

Rental Items	Cost per Item (\$)	Details	
20 X 40 Tent	\$900.00	One available	
20 X 20 Tent	\$550.00	Two available	
Arch	\$250.00	One available	

The documents/Items listed below are to be acquired by the Client as needed:

- Generators
- Public liability insurance
- Additional Tents
- Health Certificate
- Liquor License
- Wedding License
- Security
- Staging
- Portable Toilets
- Lighting
- Video Recording
- Musicians (DJ, Band, etc.)
- Lighting for the parking lot
- Signage
- Photography
- Decorations
- Extra Chairs (Outdoors)
- Extra Tables (Outdoors)

N.B. Codrington Estates Development Company Limited will not be responsible for procuring the items and documents listed above!

Responsibility of the Client:

1. This Wedding Booking form should be submitted at least four (4) months/ 120 days before the event date.
2. The Client or Representative for the Client (s) agrees to pay an initial nonrefundable 25% of all fees. This payment serves to hold the venue for the specified date of the wedding and is payable at the time of signing the booking form. The remaining agreed-upon will be before the wedding date event agreed-upon. The agreed-upon date of payment will be the

following: _____.

3. Payments may be made via (cash delivery, certified check, or direct bank deposit.)
4. The client will acquire Public Liability Insurance of \$252.50 before the wedding. A copy of the certificate of insurance must be provided 30 days before the event.
5. If the Client (s) is forced to change the wedding date, Codrington Estates Development Company Limited will try to transfer the booking to support the new date. The Client(s) agrees that in the event of a date change, any expenses, including but not limited to deposits and fees that are non-refundable and non-transferable, are the sole responsibility of the Client(s). The Client understands that last-minute changes can impact the quality of the event and that Codrington Estates Development Company Limited is not responsible for these compromises in quality. All event cancellations must be made in writing (e-mail correspondence is acceptable) to the Business Development Manager.

The Cancellation Schedule, the corresponding rate for the refund of fees paid towards the event location and equipment rental, and the administration fee are provided below. Please note that the Cancellation Schedule is based on the date of receipt of notification of cancellation, as seen below:

Refund Due	Notification Period
100%	100 days before the Event
50%	Between the date of signing the Booking Form and 90 days in advance of the Event
40%	Between 60 and 89 days in advance of the Event
30%	Between 46 and 59 days in advance of the Event
15%	Between 31 and 45 days in advance of the Event

6. The Client must be available to meet for discussion (via telephone, face-to-face, or Video Conferencing) with the team at Codrington Estates Development Company Limited
7. Set-up times, before or on the wedding day, are between **9:00 am and 5:00 pm, Sundays through Saturdays at Codrington College**. St. Mark's Church set up times are between Mondays through Saturdays between 9:00 am and 5pm and Sundays from 1:00pm to 6:00pm. Please note that we do not provide security for any structures or items.
8. This venue uses live, video and still photography to assist with promoting the venue. Client(s) agrees that permission to use video and still photos without images of guests for promotional purposes **ONLY** by Codrington Estates Development Company Limited will not be unreasonably withheld. NO nude photography is permitted anywhere at Codrington College or St Mark's Church.
9. All wedding ceremonies at Codrington College must finish by 6 pm. Ceremonies and receptions at St Mark's Church must finish by 12 midnight.
10. All structures on Codrington Estates on a Saturday must be removed at the end of the event. On any other days, all structures must be removed by noon the next day.

11. Decorations may not be hung with tape, wire, nails, or screws in the Belfry. All decorations must be removed without leaving damages directly following the last guest's departure unless special arrangements have been made between the Client(s) and Codrington Estates. Any decorations on fixed structures at the college provided by Codrington Estates must be approved and removed by midnight on the event night.
12. To pay a service charge of \$60.00 for any cheques returned from the bank.
13. The Client is responsible for removing their garbage to a disposal facility rather than on the property.
14. Noise levels must not be intrusive to impact the immediate environment negatively.
15. All vehicles associated in any way with the wedding must be parked within the parking area. No vehicles shall be parked on any other surface unless granted permission by Codrington Estates Development Company Limited
16. To pay for any damages or expenses incurred at Codrington Estates due to willful or negligent acts of the Client, Client's staff and volunteers, or their guests or paying patronage to their event.
17. Inappropriate behaviour, as deemed by the Management of the premises, may result in your event being stopped or cancelled. Management also reserves the right to refuse service to anyone.
18. All children under 12 MUST always be supervised!
19. The Client must ensure that their party observes the No Smoking Policy of Codrington Estates Development Company Limited.
20. The Client agrees to all established rules and policies of the Codrington Estates Development Company Limited
21. the officiating minister/Priest must be Anglican in the Chapels only.
22. The Client(s) agree that accommodations or guest rooms provided by The Codrington Estates Development Company Limited for the wedding party will require a separate contract.

Payment:

- Payment can be made via Cash, Manager’s Cheque, or direct deposits.

Office hours: Monday to Friday from 10:00 am to 3:00 pm

- ***Cheques are written to Codrington Estates Development Company Ltd.***
- Wire Transfer. See banking details below:
 - Bank Name: CIBC First Caribbean International Bank
 - Bank Address: Broad Street Branch, Bridgetown, Barbados
 - Account Name: Codrington Estates Development Co Ltd
 - Swift Code: FCIBBBBB
 - Account #: 1001162340

Kindly indicate when the transfer has been made.

CEDCL Contact Details:

Mr. Michael Whyte (Business Development Manager)
Codrington Estates Development Company Limited (CEDCL)
Codrington College, St. John, BB 20007
Barbados, WI
Tel: (246) 231-8225 / (246)231-8219
Email: cedcl@cedclbarbados.com

By signing this document, I acknowledge that I have carefully read and understood and abide by the Client's Responsibilities.

Print Name:

Signature:

Date:

Appendix A - Package Details

Au Naturel Ceremony Only Package)

- ✦ Up to 200 persons
- ✦ Selected Lawn
- ✦ Host
- ✦ Bathroom Attendant (4 hours)
- ✦ Parking Attendant (2 hours)
- ✦ Basic Bathroom Facility
- ✦ Basic Electrical Access for Sound System (College Lawn only)

Serene

- ✦ Up to 50 persons
- ✦ Selected Lawn
- ✦ Host
- ✦ Bathroom Attendant (4 hours)
- ✦ Parking Attendant (2 hours)
- ✦ Arch
- ✦ White Folding Chairs (up to 50)
- ✦ Tent (20x40)
- ✦ Basic Bathroom Facility
- ✦ Basic Electrical Access for Sound System (College Lawn only)

Add-on for Reception

Up to 5 tables (8ft Round Tables or Cocktail Tables)

Additional Lawn

Divine

- ✦ 51 to 100 persons
- ✦ Selected Lawn
- ✦ Additional Parking Area
- ✦ Host
- ✦ Bathroom Attendant (4 hours)
- ✦ Parking Attendant (2 hours)
- ✦ Arch
- ✦ White Folding Chairs (up to 100)
- ✦ Tent (20x40 or 30x30)
- ✦ Basic Bathroom Facility
- ✦ Basic Electrical Access for Sound System (College Lawn only)

Add-on for Reception

Up to 10 tables (8ft Round Tables or Cocktail Tables)
Additional Lawn

Enchanted

- ✦ 101 to 150 persons
- ✦ Selected Lawn
- ✦ Additional Parking Area
- ✦ Host
- ✦ Bathroom Attendant (4 hours)
- ✦ Parking Attendant (2 hours)
- ✦ Arch
- ✦ White Folding Chairs (up to 150)
- ✦ Tent (30x30 or 30x50)
- ✦ Basic Bathroom Facility
- ✦ Basic Electrical Access for Sound System (College Lawn only)

Add-on for Reception

Up to 15 tables (8ft Round Tables or Cocktail Tables)
Additional Lawn

Exquisite

- ✦ 151 to 200 persons
- ✦ Selected Lawn
- ✦ Additional Parking Area
- ✦ Host
- ✦ Bathroom Attendant (4 hours)
- ✦ Parking Attendant (2 hours)
- ✦ Arch
- ✦ White Folding Chairs (up to 200)
- ✦ Tent (30x50 or 30x70)
- ✦ Basic Bathroom Facility
- ✦ Basic Electrical Access for Sound System (College Lawn only)

Add-on for Reception

Up to 20 tables (8ft Round Tables or Cocktail Tables)

Additional Lawn

Appendix B

