

Wedding Hotel Contract Review Checklist

Read the guest-room agreement and the event agreement together, before signing. Use this list to confirm what each one says.

ROOM BLOCK

- ☐ Number of rooms and nights in the block
- ☐ Attrition percentage and when it is measured
- ☐ Cutoff date for the group rate
- ☐ Whether rooms booked outside the block count
- ☐ Release terms for unsold rooms

FOOD AND BEVERAGE

- ☐ Minimum spend for each event
- ☐ Menu, service style and staffing ratio
- ☐ Service charge, gratuity and taxes on both
- ☐ Vendor meals and their cost
- ☐ Cake cutting, corkage and outside food rules

BAR

- ☐ Package price and what it includes
- ☐ Bartender and bar-attendant fees
- ☐ Number of bars and staff included
- ☐ Security requirements
- ☐ Overtime rate for bar service

EVENT SPACE AND ACCESS

- ☐ Load-in and setup times for every vendor
- ☐ Freight elevator and loading dock rules
- ☐ Teardown window and late breakdown fees
- ☐ Ceremony, baraat and havan or diya permissions
- ☐ Noise limits and event end times

GUEST SERVICES

- ☐ Welcome-bag delivery fee per bag
- ☐ Room-list deadline for deliveries
- ☐ Parking, valet and shuttle arrangements
- ☐ Breakfast inclusion for the room block
- ☐ Late check-out for the family

CHANGES AND PROMISES

- ☐ Cost of moving or shortening an event
- ☐ Cancellation and rescheduling terms
- ☐ Every verbal promise confirmed in writing
- ☐ Named hotel contact for the wedding weekend

General planning guidance from The Blissful Beginning. This checklist is not legal advice; for legal interpretation of any contract, consult a qualified attorney.