

Date: 2/4/2020

Sales Representative: Holly DuMay



**IZAAK WALTON INN**  
ESSEX • MONTANA

290 Izaak Walton Inn Rd, Essex, MT 59916 Tel: 406-892-2634 Sales office direct

Contract Held By: Scott Clarkson  
 Group Contact Name: West Virginia Clarkson Group  
 Address:  
 E-Mail Address: clarksonwv@yahoo.com  
 Phone: 304-531-4040 Scott Clarkson

**GROUP EVENT CONTRACT**

**ROOM PAYMENT INFORMATION**

<b>Deposit Info &amp; Method of Payment</b>	
<b>Direct Bill All Charges:</b>	<b>Individuals will pay own incidentals, get cc upon check in</b>
<b>Direct Bill Room &amp; Tax Only:</b>	<b>No</b>
<b>IPO – Individuals Pay All Charges:</b>	<b>Incidentals</b>
<b>Individuals Pay Own Incidentals:</b>	<b>Yes (please obtain Credit Card on arrival)</b>
<b>Tax and Fee's:</b>	8% Montana Accommodations Tax , plus 3% resort fee
<b>Reservation Pick Up Method:</b>	<b>Rooming list, received by May 5, 2020</b>
<b>Cut Off Date for Room Block Hold:</b>	<b>May 19, 2020</b>
<b>Group Dates</b>	<b>Friday June 19, check out on Sunday June 21</b>
<b>Estimated attendance</b>	<b>24 people</b>
<b>Arrival method</b>	<b>Train</b>

**ROOM BLOCK/RATES**

	Check in		Check out		Rate
Year: 2020	Thursday June 18	Friday June 19	Saturday June 20	Sunday June 21	Per night not including taxes or fees
Halfway Hotel One queen, one twin futon					\$
Empire Builder Room, Standard with 1 Queen / Twin Futon		10	10	10	\$169
Great Northern, 1 Queen / 1 Single (4) on ground floor,		1	1	1	\$189
Empire Builder Family Suite, 2 Queens / 1 Single / 1Twin Futon		1	1	1	\$269
Cabins, 1 Full bed and full bed in the loft					\$269
Cabooses, Full & Single 2 night minimum					\$269
Locomotive, 1 King / 1 Queen Sleeper Sofa 2 night minimum					\$
X215 Caboose 2 night minimum					\$329
JJ Caboose, 1 Queen / 1 Full					\$
Withrow House, 2 Queens / 4 Twins, sleeps up to 6 2 night minimum \$75 cleaning charge applies					\$399
Walton House, sleeps up to 6 2 night minimum, \$75 cleaning charge applies					\$399

The Cottage House Sleeps up to 4 2 bedrooms, 1 queen and 4 twins 2 night minimum					\$329.00
\$50 cleaning charge applies					
<b>Rooms Total</b>					<b>\$6444.00</b>
Front Lawn					\$
Great Northern Room					\$
Pavilion Package 1 night in luxury caboose					\$
<b>TOTAL</b>					<b>\$6444.00</b>

Pre and post accommodation requests are subject to availability and regular room rates.

\*\*Free one night stay in a caboose for bride and groom

Note:

Check in time: 4:00P.M.      Check out time: 11:00A.M.      No Pets/No Smoking

A \$50 Fee will be charged for late check outs.

Specific room numbers cannot be guaranteed. However, every effort will be made to accommodate special requests.

Client Initials: \_\_\_\_\_

Izaak Walton Inn Sales Representative Initials: HD

**SPECIAL CONSIDERATIONS**

*Balance due in full must be received by Izaak Walton no later than 30 days prior to the event, including food and beverage. If payment in full is not received by 30 days prior to the event, the event will not be guaranteed.*

- **Group Leader *Scott Clarkson* to check in with MOD upon arrival at Izaak Walton. Group Leader is required to communicate directly with MOD for any changes to contract during the event.**
- **Please note: Individual members of group will not be permitted to make changes to contract details. Izaak Walton is happy to accommodate any requested changes on site in accordance to Izaak Walton service standards via communications between Group leader and Izaak Walton MOD directly.**

Directions:

From the airport, it takes about an hour to arrive here at the Izaak Walton Inn. Turn left out of the Glacier International Airport and head toward Columbia Falls on HWY2. Stay on HWY 2; we are about 26 miles past the town of West Glacier on the right hand side (look for signs). Drive scenic US HWY2 to milepost 180 (halfway between East and West Glacier) and there the 1/2 mile side-road will take you directly to the Inn.

Baby Cribs are available at no extra charge. Please reserve when making reservations.

**CONFERENCE SPACE AND  
FOOD & BEVERAGE CONTRACT**

**Food and Beverage Requirements:**

**Group Leader to Check in at the Front Desk Mod upon arrival**

**Audio Visual Requirement and Set up:**

Chairs for the Pavilion are available up to 150 guests. Should the guest list be over 150, the rental of chairs for the entire group will be required. Local rental company contacts will be provided on request.

LCD Projector and Screen are available for slide show presentations for an additional fee.

**Venue Information: N/A**

Based on your tentative agenda, the Pavilion rental charge will be \$ *N/A per day for up to 6 hours*. Additional hours may be pre-arranged, charges will apply. Events in the Pavilion must conclude by 11pm. Events that do not conclude by 11pm are subject to additional charges.

The Flagstop bar located in the Izaak Walton Inn, closes promptly at 1am nightly or until slow pending on volume of business. This decision is made based on the management's discretion.

**Venue Payments:**

A \$250 non-refundable deposit and signed contract is required to reserve space on a definite basis and will be applied to the site fee. The site fee is non-refundable within one year of your wedding reception.

Rehearsal Dinner and or Meet/Greet events:

Please inquire about possible space options for a rehearsal or meet and greet for your event!

**On-Site Contact**

Cristinna Gebbia is our on-site General Manager and will be your on-site contact for the event. You may contact her at: 406-888-5700 or email: [cris@izaakwaltoninn.com](mailto:cris@izaakwaltoninn.com).

**LODGING REQUIREMENTS**

**Lodging Reservation Procedures**

**Individual Reservations:** Please have guests call 406-888-5700 for their individual room reservations. Guests must identify themselves as being with the: *West Virginia Clarkson Group*. Rooms will be held until *May 19, 2020*. Any reservations after this period will be on a space available basis only.

ONLINE BOOKING CODE: Guests may make their reservations online. Please notify your guests that their reservation code is **WVC20**

In the event that you have placed rooms on hold, this code will allow them access to book online. They may still call in as well and inform the reservationist that they are with the wedding party.

Our group reservationist is available to make reservations or answer any questions you may have regarding group and individual reservations. You may contact our Reservations at the Izaak Walton Inn: 406-888-5700 or email at: [stay@izaakwaltoninn.com](mailto:stay@izaakwaltoninn.com).

A Reservation Rooming list for your group may be requested once per month prior to your event

### **Vacation Rentals**

Any guests reserving the Walton, Withrow and/or The Cottage House must not allow occupancy to exceed the set maximum allotment per home during their stay. If at any time there are more than the maximum allotment additional fees may be applied. A gathering of 10 or more is considered as an event and subject to event charges.

No Campers or Rv's are permitted on property at the hotel or at any of the Vacation Rentals.

### **Lodging Deposit Policy**

#### **Reservations**

For group room blocks, when the individual is making their own reservation, a deposit equal to the first nights room is required. All reservations must have an advance deposit, by check or credit card.

### **Lodging Cancellation Policy**

#### **Individual Cancellations**

#### **Lodge:**

Cancellations made less than 30 days prior to arrival will forfeit the first nights deposit.

Payment in full will be billed 30 days prior to arrival. Payment will become non-refundable after that date.

#### **Group Cancellations**

If Client cancels this Agreement, reduces the size of its meeting and/or attendance, or reduces the amount of food and beverage services, Client agrees that The Izaak Walton Inn will suffer damages. Such damages will be a result of The Izaak Walton Inn's inability to offer Client's unused space or services to another group and/or the cost to The Izaak Walton Inn of trying to re-sell space and services. The exact amount of damages will be difficult to determine. Therefore, Client agrees that the cancellation fees set forth are a reasonable effort by the parties to agree in advance on the amount of damages. It is further agreed, the following cancellation fees are total restitution for cancellation.

The Izaak Walton Inn will consider this contract as definite when we receive a signed copy. Should the Client choose to cancel this executed contract, other than for reasons as outlined under The Izaak Walton Inn General Requirements, Contract/Agreement, The Izaak Walton Inn will assess cancellation fees as outlined below:

Within 30 days of arrival      100% of Guest room revenue.

## **CONFERENCE, FOOD & BEVERAGE REQUIREMENTS**

### **Food & Beverage Reservation Procedures**

The above outlines the general meeting as well as food and beverage function requirements for your group. At least thirty days prior to the group's arrival, the Izaak Walton Inn will need detailed information and requirements for the meeting and food functions within the scope of the confirmed space above. Any addition to the agreed function spaces will be subject to availability and normal charges at that time.

It is understood that:

- ❖ All food and beverage items must be purchased through the Izaak Walton Inn with the exception of the chosen dessert.
- ❖ All custom orders regarding food and beverage that are not provided by Izaak Walton current vendors are subject to an additional fee
- ❖ Function space will be allocated according to the size and need of group.
- ❖ All drinkware utilized will be plastic unless otherwise specified by the client. Glassware may be provided upon request at an additional charge.
  
- ❖ The Izaak Walton Inn reserves the right to reassign any space to achieve best utilization of all function space.
- ❖ Space is available only during the times noted, unless the Izaak Walton Inn management has provided authorization.
- ❖ Decorations of the event space may be completed the day prior to the event pending availability of the event space. Decorating times will be limited to a maximum of 4hours. Additional time may be granted with prior notice, pending availability and billed accordingly. Guests are not permitted at any time to be on ladders on Izaak Walton property. Maintenance staff is available to assist with any décor requiring a ladder and billed to Client at a rate of \$50 per hour.
  
- ❖ The same space may be scheduled for other programs prior and following your event. We appreciate your cooperation in following your scheduled times or advising us of any changes.
  
- ❖ Linens may be professionally cleaned and pressed upon request for an additional \$20 per table.
- ❖ All food and beverage pricing is subject to change without notice up until 30 days prior to event.
- ❖ Should you have a bar at the event, plastic barware will be used. Glass barware may be rented at the cost of the client.

#### **Food & Beverage Deposit and Payment Policy**

Pre-payment of the entire estimated food and beverage costs will be due thirty business days prior to the event, payable only by certified cashiers check or credit card. This payment will be based on an estimate provided to you by your Catering Manager. These amounts are only estimates and are based on historical data.

Menus, timing and beverage selections must be completed and in *writing no later than 30 days* from the date of your event.

No changes may be made to Client's food and beverage selections within 30 days prior to the event.

A guaranteed number of guests attending is due no later than ten (10) business days prior to event day. You will be charged for the guarantee or the actual number of guests served, whichever is greater.

A final invoice will be calculated after conclusion of your event; all deposits will be applied.. The final invoice will include any guest's numbers over the guarantee, outstanding bar charges and or/services requested by the event party not prepaid or provided for in the contract. A refund will be issued in the event of overpayment.

#### **Food & Beverage Cancellation Policy**

Your advance deposit will not be refunded in the event you cancel your event with The Izaak Walton Inn. In addition, a cancellation fee may be charged to you and payable upon demand in the event of cancellation of all or part of your event after acceptance of this booking by The Izaak Walton Inn. The fee will be based

on banquet pricing in effect at the time notification of cancellation is received by The Izaak Walton Inn. These amounts are due as liquidated damages and not as a penalty. The following schedule will apply:

<i>Notification of Cancellation Prior to Scheduled Event</i>	<i>Cancellation Fee: % of Estimated Lost Food &amp; Beverage Revenue</i>
<u>30 Days or Less</u>	100%

**Food & Beverage Guarantee:**

The final attendance for all food and beverage functions must be received no later than 10 business days prior to the event. This number will be considered your guarantee, not subject to reduction. If we have not received a guarantee from you by the due date, the approximate number of guests indicated in the event order will be used as your guarantee for which you will be billed or the actual number of guests served at the time of the event, whichever is greater.

**Beverage Service Policy:**

For all alcoholic beverages served at the Izaak Walton Inn, the Izaak Walton Inn requires that all beverages are purchased from the hotel and dispensed only by Izaak Walton Inn servers and bartenders. The Izaak Walton Inn reserves the right to request proof of age from any person requesting adult beverage service who appears to be under 30. The Izaak Walton Inn reserves the right to refuse beverage service to any person who, in the Izaak Walton Inn's judgment, appears to be intoxicated, even if they are determined to be non-drivers.

**Tax and Service Charge:**

All food and beverage purchases are subject to an 18% gratuity.

All charges are subject to a 3% resort fee

**THE LODGE GENERAL REQUIREMENTS**

**Payment Policy:**

Client agrees to pay as stated above, and acknowledges that any amount not paid when due shall bear interest at eighteen percent (18%) per annum, or the amount permitted by law, whichever is lesser. If The Izaak Walton Inn is required to pursue collection of overdue amounts, Client will be responsible for all costs of collection including reasonable attorney fees. The person signing below warrants that he/she is the agent of Client with authority to bind Client.

A credit card will be required to retain on file for any charges incurred during the event and balance will be taken at time of departure. Signature on contract provides authorization from Client to the Izaak Walton Inn to obtain such charges from Client on credit card provided.

**Contract/Agreement:**

*The Izaak Walton Inn will not assume responsibly for loss of any merchandise or articles left at the Izaak Walton Inn during or following the above functions. Client agrees that all functions will be conducted in a lawful manner. Client assumes all liability and indemnifies The Izaak Walton Inn for damage or injury to persons or property arising from Client's use of or presence on, the premises, including, but not limited to, loss or theft of personal property. Client is responsible for damage to the Izaak Walton Inn property and will be charged accordingly. No items shall be affixed to walls, doors, ceilings or other surfaces without permission.*

*Client will be responsible for damages done to the facility by any member of Client's group during the period of time of Client's event and the setup/teardown for any person that are under Client's control or the control of contractors hired for Client's organization.*

*Client will be responsible for the cost of any replacement for any audio/visual equipment returned damaged, or any or all audio/visual equipment not returned after completion of function or event.*

*The performance of this agreement by either party is subject to acts of God, war, government regulations, terrorism, disaster, strikes, civil disorder, or curtailment of transportation facilities, or other emergencies making it inadvisable, illegal or impossible to provide the facilities or to hold the meeting/convention. It is provided that this agreement may then be terminated for any or more of such reasons by written notice from one party to the other without liability or obligation of a cancellation fee being imposed upon the group.*

*Client, as defined, is both the company and entity sponsoring the event, as well as the personal representative signing on their behalf.*

*There will be no legal recourse from Client, as a result of this contract or hosted event by Izaak Walton Inn.*

***\*Timeline of events is requested no later than 30 days prior to the event***

***\*Diagrams of the event space for both ceremony and reception where applicable is requested 30 days prior to the event***

**Balance Summary:**

F&B	None, individuals on own
Rooms	\$6444.00 not including taxes
Event space	None
Taxes and fees:	TBD
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Total	\$6444.00 not including taxes or fees
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<b>Deposit Due: \$644.40 upon signing</b>	

**\*Food and beverage selections must be received by *May 19, 2020*, to guarantee availability of requested food and beverage**

**\*Final Food and beverage numbers due 2 weeks prior to event.**

**\*Rooms will release *May 19, 2020*, if Client chooses to have any rooms remain in the block after *May 19, 2020*, client will be responsible for those rooms occupied or not.**

**\*Remaining balance due in full must be received by Izaak Walton no later than *May 19, 2020*, including food and beverage. If payment in full is not received by 30 days prior to the event, the event will not be guaranteed.**

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_  
The Izaak Walton Inn

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_  
The Izaak Walton Inn