



# CLIENT & PLANNER SUBMISSIONS

*To successfully support your planned use of the estate, & ensure that your weekend reservation runs smoothly, details will need to be submitted by both you as the Hosts, & your chosen Planner.*

## CLIENT SUBMISSIONS:

**Lodging Extension:** If you have not already extended your lodging term beyond the minimum reservation, but you've determined that you would like to add a Wednesday and/or Thursday night Lodging Extension to any home, this can be added to your existing reservation. Please reference the Lodging Extension Rate & related Lodging Tax in your Reservation Contract for details. Due 100 days prior to check in.

**Guest Lodging Assignments:** Please do not reformat this document in any way. It can also be found on the Resource page of the website. Please complete this form. You can reference the virtual tours & floor plans located on the website. Please include the House Captain names & their cell phone numbers, in the document. We will post this document in the Welcome Area, in the foyer of each home, to aid guests in locating their suite. Signage throughout the homes will guide guests to their suites. A sign with guest's names will hang on each suite entry door & keys for the suite will be in the keyhole to their suite entrance, should you choose to provide suite keys to your guests. Information due 7 days prior to check in.

**Pet Fee:** Please confirm if you or your guests plan to bring pets, & how many pets will be attending. A Pet Fee of \$250/Pet, is applicable. Please review the Pet Policy before you decide if you wish to include pets in the reservation. The suite(s) that the pet(s) is staying in will need to be noted on the Guest Lodging Assignment document. Confirmation & payment due 14 days prior to check in.

**Insurance:** If you have not already, please submit your COI from Nuptial Risk for your general liability, host liquor liability & wedding cancellation insurance. Details of this are provided in your contract. Please be sure that your insurance term matches the full reservation term on your contract with us & the Cancellation Policy covers the full expense of our contract for your reservation with French's Point, at a minimum. Certificate due 14 days prior to check in.

**After Party:** Please confirm with our office if you plan to add an After Party to your reception night celebration. Check out our After Party Guide here, for more helpful information about this option. Confirmation of this additional service is due 30 days prior to arrival. Payment is Due 14 days prior to check in.

**Large Event Fee:** Please submit your final event guest count for each day's festivities & gatherings during your reservation term. This guest count should include the Hosts. Should your guest count be over the maximum allotted for these events, the Surplus Guest Fee for each day is applicable. Please refer to your Contract for full details. Events of more than 150 guests require the addition of a Thursday night reservation in the Retreat House. Daily event guest count & payment due 14 days prior to check in.

**Security Deposit:** The \$1,500 refundable Security Deposit is required. Please make this payment via check made payable to French's Point mailed to 246 Hersey Retreat Road Stockton Springs, ME 04981. ACH & wire payments are not available for this fee. Payment due 14 days prior to check in.



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## PLANNER SUBMISSIONS:

**Contracted Vendor Roster:** Please provide a complete vendor roster by day, to include contact information (cell phone number, email & social handle) for all of the vendors that have been engaged for each day of the reservation term. Due 7 days prior to check in.

**Contracted Vendor Licenses & COIs:** Please request all vendors State required license & certificate of insurance for all contracted providers that are not already on our Preferred Vendor Directory. COIs should be provided to French's Point before vendors provide service at the estate. Due 7 days prior to check in.

**Weekend Itinerary:** Please submit the following weekend itinerary in detail:

- Host Check in Meeting with Site Manager (between 12pm - 4pm on arrival day)
- Daily event guest arrival & departure time
- Daily vendor arrival & departure time - this should include all paid providers
- Confirm daily event guest count
- Daily event locations, rain & shine
- After Party Plans, to include shuttle & bar service provisions
- Floor plans (templates available by request)
- Bar service start & stop time
- Transportation arrival & departure details
- Off-site lodging list (vacation rentals & hotels)
- When & where fire pits will be used
- When gas lights at the Retreat House should be lit
- When mobility-limited guests will need transportation during your events (pick up location, drop off location, guest name, number in this party & times- available to and from our three homes only)
- Rental/lighting provider delivery & pick up times & locations (Reminder that this should be during the reservation term).
- Please also include the following note at the end of each day: "Quiet Hours In Effect: Retreat House- 10pm-9am, Beach House & Farm House 9pm-9am. Sound and guest activity must be contained within the homes. Swimming & Fire pit use are not permitted during this time."
- Onsite & Off-site after party location & details

Due 14 days prior to check in.

If you have any questions or concerns prior to the celebration, please contact Rachel at [rachel@fpmaine.com](mailto:rachel@fpmaine.com), or by calling 207-886-9550.