



FRENCH'S POINT
**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 to French's Point by both you as the Hosts, & your chosen Planner.

CLIENT SUBMISSIONS:

45 Days after you sign your French's Point contract:

- Guest Lodging Contact List:
 - The Contact List only needs to include all guest names, emails, & phone numbers.
 - This Contact List does not need to include final lodging assignments.

364 Days prior to your celebration:

- Insurance:
 - Nuptial Risk will email or text you a reminder to purchase your insurance policy.
 - Nuptial will directly send us a copy of your policy once purchased.

200 Days prior to your celebration:

- Confirm Lodging Extension:
 - If you have determined that you would like to add a Wednesday, Thursday, or Sunday night Lodging Extension to any home, this should be added to your existing reservation at this time.
 - Please reference the Lodging Extension Rate & related Lodging Tax in your Reservation Contract for details.
- Guest Lodging Payment Collection Form:
 - The Guest Lodging Payment collection Form must be submitted with all guest names, phone numbers, emails, total number of nights & assigned lodging rates.
 - We cannot invoice any guests until this form is completed.
 - Please be sure to include any Lodging Extension costs that you wish to add as part of guests payments in this information.



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14 Days prior to your celebration:

- Photograph: Please provide a photograph of the Clients for us to share with our team.
- Confirm Your Check-In Meeting:
 - Please schedule your check-in time with the Site Manager.
 - This Check-In Meeting will be a brief 15-minute opportunity to familiarize Clients to key elements at the estate & answer any last-minute questions.
 - To reduce pressure upon arrival, we recommend that you advise the rest of your Guests to arrive an hour or more after you, so you have time to unpack & get settled before you welcome them.
 - Because we are a vacation rental property, not an inn, we do not have a central registration desk for check-in. Guests can check themselves in after the Check-In meeting, at any time, by viewing the room assignments & following the signs to their suites.
- Final Guest Lodging Assignments:
 - Clients can complete this form using the virtual tours & floor plans located in the document & on our website.
 - Please include the House Captain names & cell phone numbers, as well as names of pets & where they are staying onsite in the document.
 - The Site Manager will post this document in a frame on the wall of the Welcome Area, in the foyer of each home, to help Guests find their suite.
 - Signage throughout the homes will guide Guests to their suites. A sign with guest's names hangs on each suite door & keys for the suite will be in the keyhole to their suite entrance.
- Pets & Pet Fees:
 - Confirm if you plan to bring pets & how many will be attending.
 - Any Pet Fees if applicable, will be added to your invoice at this time.



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- House Captains:
 - A House Captain should be designated for each home, to be the point of contact for Guests lodging within that home.
 - The House Captain is the primary point of contact for onsite lodging guests within the home, the Client, the Event Planner, & Site Manager.
 - The House Captain will help address guests' questions, help relay information about events & the property, & help ensure lodging guests are aware of & adhere to the contract terms.
 - House Captains are invited to attend the Check-In meeting if possible.
- Shipped Items:
 - Please mail them to your attention to French's Point at 246 Hersey Retreat Road Stockton Springs, ME 04981.
 - Please let us know that you will ship these items and provide tracking if possible.
 - Due to our limited storage space, please have these items delivered no sooner than the Monday prior to check in.
 - At check in, you can find these items in the Client Storage Closet under the Retreat Portico. You will be provided the code to the closet at check in.
- After Party:
 - Please confirm if you plan to add an After Party to your reception night celebration.
 - After Party Fees if applicable, will be added to your invoice.
- Final Event Guest Counts & Large Event Fee:
 - Please provide the final Guest count for each day's events.
 - Large Event Fees if applicable, will be added to your invoice.
- Security Deposit:
 - Please pay the refundable Security Deposit in the amount of \$1,500.
 - 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.



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PLANNER SUBMISSIONS:

Weekend Itinerary: The following details must be submitted by the Event Planner, no later than **2 weeks** prior to the start of the reservation term:

- Provide a copy of their contract with the Clients to the Site Manager.
- Complete List of Contracted Professionals: A complete roster for the Vendors that have been engaged for each day of the reservation term to include:
 - contact name
 - cell number
 - social tags
 - email
 - website
- For Vendors that are not on our Preferred Vendor List, please request their licenses & certificates of insurance for providers & submit them to the Site Manager.
- Complete rental orders from all providers
- Weekend Itinerary:
 - Daily Event Guest arrival & departure times
 - Daily vendor arrival & departure times
 - Daily Event Guest count
 - Daily Event locations (rain & shine)
 - Floor plans for Events
 - Bar service start & stop times



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- Shuttle transportation details
- Off-site lodging list (vacation rentals & hotels)
- When & where fire pits will be used
- When gas lights at the Retreat Promenade should be lit
- When mobility-limited guests will need transportation to & from any of our three homes during Events
 - pick up location
 - drop off location
 - guest name
 - number in this party
 - pickup & drop off times
- After party location, time, & related transportation details
- Rental/lighting provider & delivery/pick up times & installation locations (A reminder that this should be during the reservation term).
- 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 lodging homes. Swimming & Fire pit use not permitted during this time."

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