



# Montrose Hideaway Bed-and-Breakfast Retreat Inc.

Greg and Mary McNair, innkeepers and owners

Mail: P.O. Box 1183, Daphne, AL 36526 • Location: 24437 Main St., Montrose, Ala.

Phone 251-625-4868 or 1-866-HIDEAWY (443-3299) • E-mail: gandmmcnair@earthlink.net

Website: www.montrosehideaway.com

## ***SPECIAL-EVENT RESERVATION CONFIRMATION***

Name of group or names of wedding couple: \_\_\_\_\_ \*Estimated arrival time: 4 p.m.

Reservation guarantor: \_\_\_\_\_

Guarantor's mailing address: \_\_\_\_\_

Day phone: \_\_\_\_\_

Evening phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Dates of reservation (two-night minimum): \_\_\_\_\_

Credit card (MC, Visa, AMEX, Discover): \_\_\_\_\_

Exp.: \_\_\_\_\_ Name on card: \_\_\_\_\_

*\*Any arrivals after 8 p.m. will be charged a late fee of \$25 per hour. If you find you won't be able to arrive by the time indicated above, please call us so we can plan accordingly.*

**Grand Master**  
2 nights @ \$225 = \$450

**Garden Room**  
2 nights @ \$185 = \$370

**How Suite It Is (Up to 4 people)**  
2 nights @ \$325 = \$650

**Old West Room**  
2 night @ \$160 = \$320

**Palm Room**  
2 night @ \$150 = \$320

Room subtotal: \$2,110.00  
6% state lodging tax: \$ 126.60  
**Lodging subtotal: \$2,236.60**

### **EVENT RESERVATION REQUIREMENTS:**

Lodging: \$2,236.60  
Site fee: \$1,500.00  
Damage deposit: \$ 500.00  
**Reservation total: \$4,236.60**

**50% due to reserve inn: \$2,118.30**

(Rates based on Friday and Saturday booking. Balance due 30 days in advance. Cancellations after 30 days out are nonrefundable, except for damage deposit.)

NOTE: The above are only the fees being calculated for the purpose of a deposit and reserving the inn for the dates needed. Additional fees will be calculated and collected 30 days in advance of the event, unless otherwise noted below. All fees are final once paid within the 30 days. Cancellations are non-refundable with the exception of the damage deposit.

- Extra room nights (Additional nights reserved for specific rooms if needed other than for Friday and Saturday nights. These charges will be subject to state lodging tax and due two (14 days) weeks in advance.)
- Caterer kitchen access fee (\$100 or \$300, depending on need. Due two weeks in advance.)
- Furniture replacement fee (\$300, application of which will be determined prior to guarantor's departure.)
- Additional site fee (If needing more than five hours for the event; \$400 an hour after five hours; to be determined prior to guarantor's departure. If having more than 65 people, add \$5 per extra person up to a maximum total of 125; we will take the same count given to the caterer.)
- Rehearsal dinner fee: \$100
- Early access fee: If needing time prior to 4 p.m. check-in to do set-up in indoor common areas; time will be charged at \$100 per extra hour. No extra charge if all additional access is outside.

\*\*\*\*\*

*As reservation guarantor, I guarantee to the following, as indicated by my signature below:*

- That all guests, whether room guests or event guests only, will abide by the inn's policies, and I acknowledge having been provided a complete copy of those policies for review.
- That full payment will be made according to the above terms.
- That all vendor contracts will be filed with the inn no later than 30 days in advance.
- That a complete list of room guests, their room assignments, and information about food allergies or dietary restrictions will be provided no less than one week in advance.

Reservation guarantor signature: \_\_\_\_\_

Date signed: \_\_\_\_\_



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## SPECIAL-EVENT CONTRACT

Name of group or names of wedding couple: \_\_\_\_\_ Event date: \_\_\_\_\_

Main contact: \_\_\_\_\_

Contact's mailing address: \_\_\_\_\_

Day phone: \_\_\_\_\_ Evening phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_ E-mail address: \_\_\_\_\_

### EVENT RESERVATION REQUIREMENTS:

Lodging: \$2,236.60 (Lodging for up to 12 guests Friday and Saturday only.)

Site fee: \$1,500.00

Damage deposit: \$ 500.00

Reservation total: \$4,236.60 50% Reservation Deposit Paid \_\_\_\_\_: \$2,118.30

### BALANCES DUE 30 DAYS IN ADVANCE (no later than \_\_\_\_\_):

50% reservation balance: \$2,118.30

Extra room nights (w/ tax): \$ \_\_\_\_\_

\$5 per extra person need access: \$ \_\_\_\_\_

Rehearsal dinner set-up fee: \$ \_\_\_\_\_

Additional \$5/person site fee: \$ \_\_\_\_\_

Kitchen access fee: \$ \_\_\_\_\_

Total Due 30 Days in Advance: \$ \_\_\_\_\_

### FEES TO BE DETERMINED DURING EVENT AND SETTLED BEFORE DEPARTURE:

Furniture replacement fee: \$ \_\_\_\_\_

Additional site fee (over 5 hrs): \$ \_\_\_\_\_

Smoking fine: \$ \_\_\_\_\_

Total Due by Departure: \$ \_\_\_\_\_

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#### As reservation guarantor, I guarantee that:

- all fees will be paid by the deadlines indicated above, with the understanding that any payments not made to Montrose Hideaway by other means by the deadlines can be automatically charged to the credit card provided below, and that credit card receipts will be provided for my records.
- all fees are final once paid within the 30 days. Cancellations after 30 days out are non-refundable with the exception of the damage deposit.
- Montrose Hideaway's property will be cleaned of all decorations and debris by the end of the time the inn is reserved in full, unless other arrangements have been made in advance and applicable fees negotiated.
- use of guest rooms and access to complimentary guest supplies will be limited to room guests (\$5 per extra person if wanting access to drinks and refreshments for non-lodging wedding party).
- only bird seed or bubbles will be used for the wedding couple's send-off. (Anything else could create an unnecessary hazard.)
- Montrose Hideaway will not be held liable for any loss, theft or injury which our party, as host, our guests or our vendors may suffer or incur by reason of any injury or death of said persons, or damage to any property belonging to said persons that is caused by the same.
- all guests will adhere to all Montrose Hideaway policies, with special attention to and vigilance in enforcing the no-smoking policy.

Credit card (MC, Visa, AMEX, Discover): \_\_\_\_\_ Exp.: \_\_\_\_ Name on card: \_\_\_\_\_

Reservation guarantor signature: \_\_\_\_\_ Date signed: \_\_\_\_\_

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As a representative of Montrose Hideaway Bed-and-Breakfast Retreat, I guarantee that all fees will be properly documented prior to payment being expected or processed, and that credit card receipts, when applicable, will be provided for the guarantor's records. In exchange, services will be provided as described in "Weddings and Special Events: Policies and Rates."

Inn representative's signature: \_\_\_\_\_ Date signed: \_\_\_\_\_



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## ***SPECIAL-EVENT CHECKLIST FOR INNKEEPER***

Name of group or names of wedding couple: \_\_\_\_\_ Event date: \_\_\_\_\_

Main contact: \_\_\_\_\_

Contact's mailing address: \_\_\_\_\_

Day phone: \_\_\_\_\_ Evening phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_ E-mail address: \_\_\_\_\_

### **PEOPLE IN CHARGE**

Wedding director: \_\_\_\_\_

Ceremony officiant: \_\_\_\_\_

Head parking attendant: \_\_\_\_\_

Assistant parking attendant: \_\_\_\_\_

Head guest greeter: \_\_\_\_\_

Assistant guest greeter: \_\_\_\_\_

Bouncer: \_\_\_\_\_

Caterer\*: \_\_\_\_\_

Bartender\*\*:

Photographer: \_\_\_\_\_

Videographer: \_\_\_\_\_

Florist: \_\_\_\_\_

Decorator: \_\_\_\_\_

Musician: \_\_\_\_\_

Wedding cake\*\*\*: \_\_\_\_\_

Tent rental\*: \_\_\_\_\_

Tables/chairs rental\*: \_\_\_\_\_

Other: \_\_\_\_\_

Other: \_\_\_\_\_

Other: \_\_\_\_\_

Other: \_\_\_\_\_

### **PHONE NUMBER(S)**

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### **INN GUEST?**

Yes \_\_\_ No \_\_\_

Yes \_\_\_ No \_\_\_

Yes \_\_\_ No \_\_\_

Yes \_\_\_ No \_\_\_

Yes \_\_\_ No \_\_\_

Yes \_\_\_ No \_\_\_

Yes \_\_\_ No \_\_\_

Yes \_\_\_ No \_\_\_

Yes \_\_\_ No \_\_\_

Yes \_\_\_ No \_\_\_

Yes \_\_\_ No \_\_\_

Yes \_\_\_ No \_\_\_

Yes \_\_\_ No \_\_\_

Yes \_\_\_ No \_\_\_

Yes \_\_\_ No \_\_\_

Yes \_\_\_ No \_\_\_

Yes \_\_\_ No \_\_\_

Yes \_\_\_ No \_\_\_

Yes \_\_\_ No \_\_\_

Yes \_\_\_ No \_\_\_

Yes \_\_\_ No \_\_\_

\* Indicates separate contract needed on file at least two weeks in advance.

\*\* Although we have liability coverage for when alcohol is served, we prefer to have someone who has been trained as a bartender. And if the bartender is being provided through the caterer or a service that has a license and liability insurance, we will have them complete the appropriate paperwork. Otherwise, the client will need to sign a waiver accepting liability.

\*\*\* The form we need signed by the baker clarifies our expectations of what services will be provided by the person providing the wedding cakes.

### **POTENTIAL CHARGES TO BE DETERMINED DURING EVENT AND PAID BY DEPARTURE**

No-smoking fee (\$500 for blatant disregard of this policy) \$ \_\_\_\_\_

Rehearsal dinner set-up fee (\$100/hour ahead of 4 p.m. check-in. Start time: \_\_\_\_\_ a.m. / p.m.; \_\_\_ hrs. @ \$100/hr.) \$ \_\_\_\_\_

Additional site fee (\$400/hour after five hours for event. Start time: \_\_\_\_\_ a.m. / p.m. End time: \_\_\_\_\_ p.m.; \_\_\_ hrs. @ \$400/hr.) \$ \_\_\_\_\_

Additional site fee (\$5 per extra person if having between 66 and 150 attending.) \$ \_\_\_\_\_

Furniture replacement (\$300 if moving any inn furniture or decor inside or outside for any reason.) \$ \_\_\_\_\_



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## ***SPECIAL-EVENT CATERER CONTRACT***

Dear Caterer:

You are being provided this form to be completed for our files because you have been hired to provide catering services at our bed-and-breakfast inn for the event identified below.

Please provide the required information, plus any other information you think would be mutually helpful to the event's success. You will also see additional requirements that we have to allow you to provide services on our property. These requirements are being provided in writing so you will have a record of them and know our expectations of you as a service provider for this event. Failure to comply with these requirements may result in you not being allowed to cater future events and additional fees to the client.

After completing the form and reviewing all our requirements, please sign, date and return the original copy no later than 30 days in advance of the event. (Please keep a copy for your records.) Failure to do so will result in our not allowing you to provide services.

If you have any questions, just let us know. And please give us a call to schedule a time to come by no less than one week in advance to familiarize yourself with the site and your set-up options.

\*\*\*\*\*

### THIS SECTION TO BE COMPLETED BY CLIENT PRIOR TO PROVIDING THE FORM TO THE CATERER

Name of group or names of wedding couple: \_\_\_\_\_ Event date: \_\_\_\_\_

Main contact for event: \_\_\_\_\_

Contact's mailing address: \_\_\_\_\_

Day phone: \_\_\_\_\_ Evening phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_ E-mail address: \_\_\_\_\_

\*\*\*\*\*

### THIS SECTION TO BE COMPLETED BY THE CATERER'S REPRESENTATIVE

Business name: \_\_\_\_\_

Main contact for event: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Day phone: \_\_\_\_\_ Evening phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Business license number: \_\_\_\_\_ Issuing state: \_\_\_\_\_ Expires: \_\_\_\_\_

Liability insurance company: \_\_\_\_\_ Policy number: \_\_\_\_\_

Claim contact information: \_\_\_\_\_

#### **Other Requirements**

\* **Trash collection.** One large trash can will be provided for garbage from the event. Any additional trash created as a result of food service must be collected and removed from the property by the caterers. (The bartending service, if a different vendor, will be responsible for bar related trash.)

Clean and separated recyclable items (glass, plastic, cardboard, aluminum) can be left behind to be combined with other inn recyclables.

\* **Kitchen access.** Unless requested in advance, access to the inn's kitchen will be limited to use of the sink only. Use of the kitchen for set-up purposes will result in a \$100 use fee to the client. Use of the kitchen appliances (except refrigerator or freezer) will result in a \$300 fee to the client.

\* **Service.** The caterer is responsible to make sure all necessary food service items are provided, as no inn items will be available for loan or consumption. If the client is to provide these items, including cake service, the caterer should clarify that with the client.

\* **Site restoration:** All areas used by the caterer are to be returned to their original state. Failure to do so may result in damage fees being charged to the client, as well as you not being allowed to provide catering services at the inn in the future.

\* **Liability:** The caterer accepts sole liability for the quality and safety of all food served. This includes having the means to keep all food at appropriate temperatures in keeping with State of Alabama health and food-handling codes.

Caterer's representative: \_\_\_\_\_ Date signed: \_\_\_\_\_



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## ***SPECIAL-EVENT BARTENDER CONTRACT***

You are being provided this form to be completed for our files because you have been hired to provide bartending services at our bed-and-breakfast inn for the event identified below.

Please provide the required information, plus any other information you think would be mutually helpful to the event's success. You will also see additional requirements that we have to allow you to provide services on our property. These requirements are being provided in writing so you will have a record of them and know our expectations of you as a service provider for this event. Failure to comply with these requirements may result in you not being allowed to provide services for future events and extra fees to the client.

After completing the form and reviewing all our requirements, please sign, date and return the original copy no later than 30 days in advance of the event. (Please keep a copy for your records.) Failure to do will so result in our not allowing you to provide services.

If you have any questions, just let us know. And please give us a call to schedule a time to come by no less than one week in advance to familiarize yourself with the site and your set-up options.

\*\*\*\*\*

### THIS SECTION TO BE COMPLETED BY CLIENT PRIOR TO PROVIDING THE FORM TO THE BARTENDER

Name of group or names of wedding couple: \_\_\_\_\_ Event date: \_\_\_\_\_

Main contact for event: \_\_\_\_\_

Contact's mailing address: \_\_\_\_\_

Day phone: \_\_\_\_\_ Evening phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_ E-mail address: \_\_\_\_\_

### THIS SECTION TO BE COMPLETED BY THE BARTENDER'S REPRESENTATIVE

Business name: \_\_\_\_\_

Main contact for event: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Day phone: \_\_\_\_\_ Evening phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Alcohol service license (if applicable): \_\_\_\_\_ Issuing state: \_\_\_\_\_ Expires: \_\_\_\_\_

Liability insurance\* company (if applicable): \_\_\_\_\_ Policy number: \_\_\_\_\_

Claim contact information: \_\_\_\_\_

(\*If liability coverage is available, please have the insurance company provide a certificate of liability insurance.)

### Other Requirements

\* Trash collection. One large trash can will be provided for garbage from the event. Any additional trash created as a result of the bar must be collected and removed from the property by the bartender service. Clean and separated recyclable items (glass, plastic, cardboard, aluminum) can be left behind to be combined with other inn recyclables.

\* Restrictions: To prevent mess and maintain a level of class, no kegs are allowed. Also, Champaign fountains are restricted to outside use. Red wine or grape juice is also not to be served at indoor events in order to prevent carpet stains.

\* Kitchen access. Access to the inn's kitchen will be limited to use of the sink only.

\* Service. The bartender is responsible to make sure all necessary drink service items are provided, as no inn items will be available for loan or consumption. If the client is to provide these items, the bartender should clarify that with the client.

\* Site restoration: All areas used by the bartender are to be returned to their original state. Failure to do so may result in damage fees being charged to the client, as well as you not being allowed to provide bartending services at the inn in the future.

\* Liability: The bartender is responsible for making sure drinks are not served to under-aged guests. Evidence of under-aged drinking will result in the bar being closed and the bartender being banned for future events. The bartender is also responsible for the amount of alcohol served. If it appears that anyone is being overserved, Montrose Hideaway reserves the right to shut down the bar prior to the three-hour service limit.

Bartender's representative: \_\_\_\_\_ Date signed: \_\_\_\_\_



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## ***SPECIAL-EVENT EQUIPMENT-RENTAL SERVICES CONTRACT***

You are being provided this form to be completed for our files because you have been hired to provide rented equipment at our bed-and-breakfast inn for the event identified below.

Please provide the required information, plus any other information you think would be mutually helpful to the event's success. You will also see additional requirements that we have to allow you to provide services on our property. These requirements are being provided in writing so you will have a record of them and know our expectations of you as a service provider for this event. Failure to comply with these requirements may result in you not being allowed to provide services for future events and extra fees to the client.

After completing the form and reviewing all our requirements, please sign, date and return the original copy no later than 30 days in advance of the event. (Please keep a copy for your records.) Failure to do will so result in our not allowing you to provide services.

If you have any questions, just let us know. And please give us a call to schedule a time to come by no less than one week in advance to familiarize yourself with the site and your set-up options.

\*\*\*\*\*

### THIS SECTION TO BE COMPLETED BY CLIENT PRIOR TO GIVING THE FORM TO THE RENTAL COMPANY

Name of group or names of wedding couple: \_\_\_\_\_ Event date: \_\_\_\_\_

Main contact for event: \_\_\_\_\_

Contact's mailing address: \_\_\_\_\_

Day phone: \_\_\_\_\_ Evening phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_ E-mail address: \_\_\_\_\_

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### THIS SECTION TO BE COMPLETED BY THE RENTAL COMPANY'S REPRESENTATIVE

Business name: \_\_\_\_\_

Main contact for event: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Day phone: \_\_\_\_\_ Evening phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Business license number: \_\_\_\_\_ Issuing state: \_\_\_\_\_ Expires: \_\_\_\_\_

Liability insurance company: \_\_\_\_\_ Policy number: \_\_\_\_\_

Claim contact information: \_\_\_\_\_

List of rental items being provided: \_\_\_\_\_

### Other Requirements

\* Delivery and pickup. Delivery and set-up of rented items to be used outside can be delivered the day ahead of the event. Pickup is to take place no later than the next weekday after the event. Items to be used inside can be delivered the day of the event at a prearrange time, but not before 10:30 a.m.

\* Restrictions: Because we have a septic system, there are restrictions in place to prevent damage to the system. There are areas where delivery trucks cannot drive and tents can be erected only without stakes. Therefore, we require that a representative come to the inn no less than one week ahead of the event to get the necessary site orientation.

\* Liability: The rental company accepts sole liability for the safety of all rented items and their set-up, as applicable. Any injuries resulting from equipment failure or improper set-up will be the responsibility of the rental company.

Rental company agent: \_\_\_\_\_ Date signed: \_\_\_\_\_



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## ***EXPECTATIONS OF THE BAKERS***

You are being provided this form because you have been hired to provide the wedding and/or groom's cake at our bed-and-breakfast inn for the wedding identified below.

We have asked our mutual client to provide this information to you so you know our expectations related to your services. We have these specific expectations because your level of service will reflect on us, even though we will not be directly involved in making or setting up the cake(s).

Please sign and return a copy of this form to the inn no less than 30 days in advance of the wedding to verify that you have received these requirements.

If you have any questions, just let us know. And please give us a call to schedule a time to come by no less than one week in advance to familiarize yourself with the site and your set-up options.

\*\*\*\*\*

### THIS SECTION TO BE COMPLETED BY CLIENT PRIOR TO PROVIDING THE FORM TO THE BAKER

Name of group or names of wedding couple: \_\_\_\_\_ Event date: \_\_\_\_\_

Main contact for event: \_\_\_\_\_

Contact's mailing address: \_\_\_\_\_

Day phone: \_\_\_\_\_ Evening phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_ E-mail address: \_\_\_\_\_

\*\*\*\*\*

### **Requirements**

\* Pre-delivery visit: If you have never been to the inn before, schedule a time to have someone come by no less than one week ahead of the wedding to decide where the cake(s) will be set up so the innkeepers can be clean on what preparations need to be made ahead of delivery.

\* Delivery and set-up: Delivery and set-up of the cake is to be scheduled for the day of the wedding, with delivery to be no earlier than 11 a.m.

\* Containers: Containers or boxes are to be provided at the time of delivery for the purpose of packaging leftover cake (one container per cake) and another for storing the wedding cake top layer to freeze for the couple's first wedding anniversary.

\* Cake service utensils: The inn does not provide any service utensils, so be sure the client and you are clear who between you is responsible for providing the necessary cake serving utensils.

\* Liability: The baker takes full responsibility and accepts full liability for the quality of the cake(s).

\*\*\*\*\*

By signing below, I acknowledge receipt of these requirements and accept these terms in exchange for being allowed to provide services at Montrose Hideaway Bed-and-Breakfast Retreat.

Baker's representative: \_\_\_\_\_ Date signed: \_\_\_\_\_