**Event Contract**

BANQUET QUOTES: All banquet prices without contract and deposit are subject to change. The written quote is only good for the specified date and time. Day of the week, time of day and other factors can affect pricing. Online pricing, including non-contractual pricing is subject to change without notice. SECURING A DATE: During the initial conversations regarding availability, we can tentatively hold a date for you for 7 days. If we do not hear back from you before the end of the 7 days, your hold will be cancelled. There is no guarantee for any date until we obtain a signed contract along with a $200.00 non-refundable deposit, $500 for weddings, and $1000 for class reunions. 150 person minimum for Saturday weddings and class reunions. Once the signed contract and deposit are received by The Venue we will then guarantee the date and time. Minimum food and beverage requirement of $500 on any event.

CANCELLATION POLICY: Cancellation of your event will forfeit your deposit. If cancellation for any reason occurs fewer than 60 days prior to the event the client is responsible for the entire contract obligation.

MENU AND FOOD POLICY: Menu choices must be called in 10 days prior to your event. The Venue reserves the right to prohibit food from outside sources in its banquet facilities. The only exception to this is dessert. If you have a guest with specific dietary needs we will be happy to accommodate them. ALCOHOL POLICY: The Venue’s Ohio State Liquor License prohibits serving alcohol in our facility that is not purchased by The Venue. Alcoholic beverages of any kind are never permitted to be brought in by any outside sources. All guests must be 21 years of age or older to consume alcohol in our facility.FINAL COUNT: At least 10 days prior to your event we will need to know your final count of expected guests. This is the number you will pay for unless more guests attend than the final count. You will be charged the quoted per person amount for each guest over your guaranteed number. If attendance is lower than your guaranteed number you will be responsible for payment of the guaranteed number. NO ALLOWANCE WILL BE MADE FOR LESS THAN THE GUARANTEED NUMBER. If you would like we would be happy to pack the no show meals in to-go containers for you to take home. BILLING: Your balance must be paid in full 3 business days prior to your event. All functions will include 6.75% sales tax. A 20% service charge will be added on to any event. The charge for guests in excess of the guaranteed number is due the day or evening of your function. Additional room fees for overtime or damages must also be paid the day of your function. The Venue accepts cash, all major credit cards including Visa, Mastercard, Amex and Discover, and personal checks. SERVICE CHARGE: Banquet coordination, room preparation, clean up and maintenance of the room are some of the services included in the service charge. Our servers are paid an hourly rate out of the service charge. Modestly tipping your servers for excellence is permitted. ADDITIONAL ROOM FEES: Time in excess of contracted time will constitute an overtime charge. Damages, if any, will be assessed by management at the close of your event including but not limited to the walls, ceiling or floor. The contracted individual is responsible for payment and will be charged by the day of the event. Any party exceeding the allowed time period will be billed accordingly: $200.00 per additional hour; $400.00 per additional hour with bar service.

****SECURITY FOR WEDDINGSSecurity is required for the last 4 hours of any wedding reception that has alcohol being served. Security will be provided by the Tallmadge Police department with an off-duty officer. Total fee for the 4 hour period is $120. Additional security hours may be added if the reception time is extended, at an additional $30 per hour.ACTS OF GOD: Our facilities have state of the art heating and cooling systems and other mechanical systems. However, mechanical systems and utilities do on rare occasions fail. In the event of a failure, due to an Act of God or mechanical failure, we will do our best to restore the failed system, but it is understood that we will not be held responsible for actual or consequential damages cause by an Act of God or a mechanical system failure.

DELIVERY OF CAKES AND FRESH FLOWERS: Cakes and fresh flowers can be brought in after 12 noon the day of the event so that refrigeration will not be required. Your cake or flowers should be handled by your bakery or florist.LIMITATIONS ON DECORATING: We ask that no balloon arch be placed in hallways, in entrances or exits to rooms. The Venue does not allow confetti, birdseed, sparklers, smoke machines, or any type of pyrotechnics. Nothing can be stapled, nailed, taped, or tacked into walls, and nothing can be hung from chandeliers or from the ceilings. Any damage done or “special” cleanup involved will result in you or your group being billed. Nothing is allowed on Dance floor i.e. Decals, Cake, etc. All of your decorations, cake stands, outside linens, center pieces, etc. must be taken home with you at the end of your function. If you are unsure about any decorating, then please contact our coordinator for further assistance.OUTSIDE VENDORS AND SPECIALTY DECORATIONS: You may rent these types of decorations from outside providers. The company you rented from is responsible for its set-up, proper operation, storage and pickup of equipment. (Remind them to bring extension cords.) Any and all equipment, or items brought in by an outside source must remove them from our facility by the end of your function. Ice sculptures cannot be carved here on site. Outside linens, table runners, overlays are due to our office and in our hands at least 7 days prior to your event date.OUTSIDE FOOD AND BEVERAGE: You may not bring your own caterer. All food and beverages must be purchased through The Venue. However, we do allow cake and pastries to be brought in by outside facilities. By signing below you are acknowledging and understand all the above statements and hold The Venue Banquets harmless from any and all stated procedures and policies.

Signature Today’s Date Date of Event