

Sayre Elks Banquet Hall Event Agreement

Made this _____ Day of _____, 2016.

By and between:

Venue Host: Sayre Elks Club, 117 South Elmer Avenue, Sayre, PA 18840. PH: (570) 888-2146

Client/Main Point of Contact: _____ Phone: _____

Mailing Address: _____

E-mail Address: _____

2nd Point of Contact: _____ Phone: _____

Mailing Address: _____

E-mail Address: _____

Event Date: _____ Type of Event: _____ No. of Guests: _____ Event Time: _____

☐ Buffet Dinner ☐ Plated Dinner ☐ Non-Catered Deposit: _____

The above mentioned client does hereby agree to the following terms and conditions with regard to the above referenced event to be held at the Sayre Elks Club/Banquet Hall located at 117 South Elmer Avenue, Sayre, PA 18840 at the above mentioned date and time. *Client Initials.

Capacity. Maximum of 200 guests; minimum of 75 guests when catered. _____*

Reserved Dates & Payment Schedule. A \$500.00 non-refundable deposit is required at the time of contract signing, which is also required to secure your date. Your deposit will be applied to your final bill and final payment is due on the day of your event. We accept cash, check or money order for all payments. _____*

Food & Beverage. While we prefer to cater all events held in our Banquet Hall, we do allow you to cater your own event. However, we do not allow the use of our kitchen, supplies or equipment to anyone at any time for any reason. Absolutely no exceptions to this rule. **All beverages must be provided by the Sayre Elks Club.** We do not allow any beverage, alcoholic or otherwise, to be brought onto our premises from an outside source by the patron or the attendees. **Absolutely no food or beverage provided by the Sayre Elks Banquet Hall shall be removed from the premises.** No alcoholic beverage will be served without valid identification and any person attempting to serve or deliver alcoholic beverages to a minor will automatically be asked to leave our premises. _____*

Banquet Hall Rental Rates. The Banquet Hall Rental Rate is \$100/hour. If your event is catered with our Buffet Dinner Menu or Plated Dinner Menu, we will waive the Banquet Hall Rental Fee. All catered events are based on a 4-hour timeline; additional time after 4 hours is \$75/hour. If additional time is needed, this must be arranged no later than 14 days prior to your event. _____*

Final Guarantee. We ask that you give us the final head count 14 days prior to your event and cannot be reduced after this time. This will allow us time to ensure appropriate ordering and staffing for your event. This final guarantee count represents the number of dinners that will be prepared and for which you will be billed. If no final guarantee is given by the above stated deadline, we will use the number of guests listed above, on this agreement. _____*

Cancellations. Should you need to cancel the date, you will forfeit your deposit. If your event is cancelled and we are not notified at least 30 days in advance, you will be billed for all costs accrued, in addition to the deposit. _____*

Setup & Cleanup. Clients requiring special set ups are required to notify the Manager no later than 14 days prior to the event on furniture placement. Any equipment required by the client that the Sayre Elks cannot provide, must be secured through an outside vendor at the client's expense. We will take care of the table setup before you decorate and also the cleanup, with the exception of your personal decorations and outside vendor equipment. _____*

Decorations. To protect the Sayre Elks from potential damage, unless approved by the Manager in writing, the following guidelines shall apply: _____*

*All decorations, signs, etc. must be freestanding. No tape, tacks, nails, staples or other adhesive or fastening device may be used on walls, doors, windows, ceilings or furniture.

*Unless approved by the Manager in writing, no ground or hanging signage is permitted on the outside of the Sayre Elks or anywhere on our premises.

*Open flames are not permitted. Candles may be used if enclosed in glass or non-flammable holder. The container must be higher than the tip of the candle's flame.

*Smoke effect, fog machines, explosives or pyrotechnics are NOT permitted.

*Rice, confetti, birdseed, sand, glitter, metallic table scatters, confetti, silly string and aerosol fun spray are not permitted.

*All personal decorations must be removed from the premises by the following day. Please notify the Manager no later than 14 days prior to your special day. Anything left after this time will become the property of the Sayre Elks and may be subject to be thrown out.

Entertainment. Musicians, Bands and DJ's will be booked by the client and will be their sole responsibility. However, the Sayre Elks reserves the right to control volume and content. _____*

Damages. The client assumes all responsibility for conduct of members of the event, including physical damage to the establishment. In no event shall the Sayre Elks be liable for indirect, incidental, consequential or exemplary damages, nor will we assume responsibility for the loss of personal property and equipment brought on the premise. _____*

Outside Vendor Deliveries. All deliveries and pick-ups related to the event must be scheduled with the Manager at least 7 days prior to the event. _____*

Event Vendor Referrals. A list of Vendor Referrals is available upon request. The Sayre Elks Banquet Hall provides this list with many different options strictly as a resource. _____*

Sales Tax & Gratuities. Your final bill will reflect a 6% PA Sales Tax Charge and an 18% Administrative Fee (the costs of doing business). Gratuities are optional. _____*

Smoking. In compliance with State Law, smoking is not permitted anywhere within the Sayre Elks Club facilities. There are 2 designated areas for smokers outside. _____*

Disclaimer. The above listed clients, for being allowed to participate in and host the above listed event, agree to indemnify and hold harmless the Sayre Elks Club No. 1148, its officers, employees and members from any claim and/or attorney fees arising out of my participation in this event, except for the sole negligence of the Sayre Elks. I further agree the Sayre Elks is not responsible for damage to my property and waive subrogation on any insurance policy I may have. Furthermore, I allow the use of photographs or images arising out of my participation in this event. _____*

The undersigned agree to the foregoing terms and conditions including any attachments. We guarantee payment of the monies due hereunder as set forth in this agreement.

Client Signature(s)

Today's Date

Sayre Elks Club Manager

Today's Date