

Contract Agreement

By and between
(Purchaser)

AND

The Centre at Bluffton

601 Main St. Bluffton, OH 45817

THIS AGREEMENT MADE THIS _____ day of _____ 20____ by and

Between _____.

“PURCHASER” AND “THE CENTRE”.

THE CENTRE agrees to provide the following services during the event for the **PURCHASER**:

- Hall facilities
- Catering/Beverages (Fri., Sat. and New Year’s Eve must be catered) (food and beverage prices guaranteed w/10%)
- Wedding and Reception done at The Centre.
- Off site Catering
- Alcohol
- China Package - \$3. Per person, **includes**: linens, round tables, dishes, silverware, full service staff to clear tables, cut cake, pour champagne etc. for groups of 200 or more. China pkg. \$4.50 per person for groups of 199 or less.
- Specialty Food Service Rental (Water goblets, mint/nut dishes/bowls, and champagne buckets)**
- Plated Service (\$2.50 per person. This is having your meal is served to your table)
- Napkins (\$.40 ea.)
- Tablecloths (\$4.00 ea.)
- Round tables (\$10 ea. when not using china pkg.)
- Skirts for tables (\$10.00 ea.)
- Cake cutting (\$60.00) (this is included in china pkg.)
- Chocolate fountain
- Soft drinks (unlimited \$2.00 per person this includes coffee bar) (If you are having alcohol, pop and coffee are included)
- Stage (\$100)(\$25. per section)
- P/A system (\$50. Can be more depending on your requirements)
- Projector screen (\$10. Seminars may require larger screen.)
- TV (size determines cost. I have this brought in.)
- DVD projector \$75.
- Overhead projector (\$25)
- Lighted ficus trees (\$10.00 ea.)
- Decorations (see additional notes)
- Walk-Away Service (\$300. + delivery \$25.00)

THE SERVICES FROM HERE DOWN ARE SERVICES WE WILL MAKE REFERRALS ON IF ASKED.

- Entertainment (DJ - Dinner Theater - Comedienne etc.) Limousine service/transportation
- Decorators
- Florists
- Cake people
- Photography/video services
- Invitations/printing
- Wedding/formal attire
- Lodging (for out of town guests or Bride and Groom)
- Tents or awnings
- Travel Plans

- Small Hall \$485.00 - 200 people 125 w/banquet tables. 112 w/round tables)**
- Small Hall Wedding & Reception - \$585. 1/01/11*
- Large Hall \$725.00 - 400 people 300 w/banquet tables. 250 w/round tables)**
- Large Hall Wedding & Reception - \$825. 1/01/11*
- Full Hall \$970.00 - 600 people 500 banquet tables. 450 round tables)**
- Full Hall Wedding & Reception \$1070.00 1/01/11*

PLEASE ASK ABOUT STRAIGHT CHAIR SEATING.

Name _____ Phone # _____ CELL # _____

Address _____ Work # _____

EMAIL ADDRESS _____ Other _____

Date of Event _____ Purpose of Event _____ Expected Attendance _____

180 Date Prepayment Due - _____

CREDIT CARD # - _____

ALL EVENTS MUST BE CATERED THROUGH THE CENTRE AT BLUFFTON

Additional terms and conditions:

1. All dates are booked on a first come first serve basis.
2. A refundable deposit of \$500 is required to reserve the date for the event. Deposits are fully refundable six months prior to the function; after that date, deposit will only be transferred to a new date. If the event is cancelled again the deposit will not be refunded. One half of the deposit is applied to your final bill the remaining \$250 is refunded AFTER the event. As the time of your event gets here the deposit becomes an insurance and damage deposit. The 2nd half of the deposit may also cover any last minute add-ons. It usually takes 4 wks after your event for your remaining deposit to be returned.
3. Any damages to equipment, accessories, or extreme soiling of building and its contents due to negligence on the part of the PURCHASER or guests, will result in a financial responsibility to repair any and all damages incurred. (Deposit). Under any and all circumstances, THE CENTRE'S liability to refund the deposit is limited to that part of, if any of deposit remaining after repair of damage to equipment, accessories, or building due to negligence on the part of purchaser or guests.

4. Upon acceptance of the agreement and payment of the deposit, THE CENTRE will reserve the date of the event. Hall size is determined at time contract is signed. THE CENTRE cannot be responsible for persons booking the whole hall and only needing the large hall at the time of your event. (Purchaser must still pay on hall size agreed on) If you book the small hall and find out later that you need the large hall, but the large hall is already rented you may have a problem. You pay for the hall contracted for unless we have added additional space and then you pay for space used. **PLEASE DISCUSS HALL SIZE NEEDED FOR YOUR EVENT WITH DIRECTOR.**
5. Due to the extreme amount of bookings for weekend use a non-refundable prepayment of \$1000 is required for weekend rentals **due six months (180 days) before the event.** This prepayment is applied to the total bill. At the six month (180 day) date if payment has not been received, the \$1000 prepayment will be put on your credit card. **If you fail to pay this \$1000 prepayment your event will be cancelled and your deposit will be kept.**
6. THE CENTRE will provide the services for your event, however we will not be responsible for circumstances beyond our control, including but not limited to power failure, equipment malfunction, acts of God etc. No outside source for equipment The Centre has is allowed to be used (chocolate fountain for example).
7. **THE CENTRE HAS A LIQUOR LICENSE AND ONLY ALCOHOL PURCHASED THROUGH THE CENTRE WILL, AND CAN BE SERVED. STATE LAW PROHIBITS US MAKING EXCEPTIONS. PLEASE DISCUSS YOUR RESPONSIBILITY FOR YOUR GUESTS WITH THE DIRECTOR. WE WILL NOT ALLOW UNDERAGE DRINKING. IF YOU OR A GUEST PROVIDES AN UNDERAGE PERSON WITH ALCOHOL THEY ARE BREAKING THE LAW. PLEASE MAKE TRANSPORTATION ARRANGEMENTS FOR YOUR GUESTS WHO HAVE BEEN DRINKING. SINCE WE HAVE A LIQUOR LICENSE YOU OR YOUR GUESTS ARE NOT PERMITTED TO BRING ALCOHOL PRODUCTS IN ANY WAY SHAPE OR FORM IN OR ON THE PREMISES. PERSONS DOING SO FACE PROSECUTION AND THE CLIENT MAY LOSE THEIR DEPOSIT.**
8. **Smoking is not permitted in the hall facilities at any time.**
9. **Please note:** If time and booking permit, the hall will be made available as early as 9 am the day of the event unless other arrangements have been made. A final count of the number of guests for catering must be made available 10 days prior to the event. In the event that no final count is given, the highest expected number listed on the contract will be used. If the size of your final count number is exceeded, substitutions of menu items may be required.
10. WE DO **NOT** SCHEDULE FINAL MEETINGS, OR PREVIEW MEALS ON FRI. SAT OR SUN. **THESE MEETINGS ARE ONLY SCHEDULED MONDAY THROUGH THURSDAY.**

Accepted by _____
(Purchaser)

The Centre _____
(Centre representative)

DO NOT ASK US TO REMOVE OUR MIRROR FROM THE FOYER. IT IS A PERMANENT FIXTURE.

I, _____

Understand that I or my guests may NOT bring in alcohol in any way shape or form and that I am responsible to communicate that fact to my guests. I am responsible for my guests and will encourage responsible drinking with designated drivers or drivers I will supply. I understand I may be sued or blamed by my guests when THEY drink too much. I will support The Centre at Bluffton in the enforcement of the liquor laws by supporting ID checking, (WHICH MEANS ALL GUESTS OVER 21 MUST HAVE ID), cutting an intoxicated guest off and stopping any attempt to bring alcohol other than what is purchased through The Centre on the premises.

FAILURE TO COMPLY WITH THE CENTRE AT BLUFFTON'S ALCOHOL POLICIES WILL RESULT IN YOUR DEPOSIT BEING KEPT AND MAY RESULT IN PROSECUTION. NO ONE IS ALLOWED TO GIVE OR PROVIDE AN UNDERAGE PERSON OR CHILD WITH ALCOHOLIC BEVERAGES. WE RESERVE THE RIGHT TO REFUSE SERVICE TO ANYONE. ANY PERSON GIVING ALCOHOL TO A PERSON THAT IS UNDERAGE OR SOMEONE THAT HAS BEEN CUT-OFF BY OUR BARTENDERS WILL BE REFUSED SERVICE AND MAY BE ASKED TO LEAVE.

If required I will get the proper insurance to protect myself.

Failure to comply with The Centre at Bluffton's alcohol policies will result in your deposit being kept and may result in prosecution.

signed _____

Centre Representative: _____

Date: _____

Date _____

Name of person responsible for taking leftovers from The Centre at Bluffton

I, _____

Have been cautioned and warned by the Director and Event staff at The Centre at Bluffton about the proper care and handling of leftover food products. I have chosen to take my leftover food products. I assume all responsibility for said food products. I will not take legal, personal, or vocal action against The Centre at Bluffton or its employees or owners if my food becomes spoiled or contaminated. I understand that once the food leaves The Centre at Bluffton I am responsible for maintaining it and storing it properly and safely.

Name _____

Centre Rep. _____