

# 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%)
- 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 (\$10.00ea. /colors more)
- 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 (\$45. 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)
- Presidential Plan (The Centre does it all).....THIS IS WHERE WE BOOK ALL YOUR VENDORS ETC.**

**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
- 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 \$440.00 - 200 people (200 straight chair. 125 w/banquet tables. 112 w/round tables)
- Large Hall \$660.00 - 400 people (400 straight chair. 300 w/banquet tables. 250 w/round tables)
- Full Hall \$880.00 - 600 people (600 straight chair. 500 banquet tables. 450 round tables)

Name \_\_\_\_\_ Phone # \_\_\_\_\_ CELL # \_\_\_\_\_

Address \_\_\_\_\_ Work # \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_ Other \_\_\_\_\_

Date of Event \_\_\_\_\_ Purpose of Event \_\_\_\_\_ Expected Attendance \_\_\_\_\_

120 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 \$250 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.
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 120 days before the event. This prepayment is applied to the total bill. At the 120 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.**
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.**
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)