

CELEBRATION HALL CONTRACT

GENERAL CONDITIONS FOR DEPOSITS, PAYMENTS, AND CANCELLATIONS

Thank you for choosing Celebration Hall/Hoag's Catering for your special occasion or meeting. We would like to welcome you as a catering customer, and also make you aware of the terms and guidelines of using our services/facility. The following is the procedure for deposits, payments, and cancellations. Some of the following items may not be applicable to your function so please disregard them as this contract is intended to cover many different types of functions.

1. A deposit equivalent to your room rental rate is due the date you book your event. A security deposit equal to your room rental may also be required. Your deposit will be credited toward your final bill. Deposits are non-refundable.
2. **Estimates for all wedding receptions will be prepared thirty (30) days prior to your event. A 50% payment based on this estimate will be due twenty-one (21) days prior to your event. An additional payment of 25% will be due two week's prior to your event. The remaining balance is due the day of your event. There will be a 10% penalty for the full amount of the invoice if your final payment is not made the day of your event. NO EXCEPTIONS. Initials_____** Arrangements for billing terms for meetings, seminars, social events, and corporate events must be approved in advance of the function. In all cases, we accept major credit cards and appreciate information in advance so that payment can be processed the day of the function.

3. To officially reserve a date, you must sign and return the reservation contract and general conditions and return with your deposit.
4. An 18% gratuity plus a 6% sales tax will be added to all food, beverage, and labor fees. If your organization is tax exempt, we require a copy of your sales tax exemption form. Some exceptions to the above gratuity information would pertain to all inclusive packages used for meetings.
5. Celebration Hall/Hoag's Catering is a full-service caterer. We prepare all of our own food on premise and have a fully stocked bar. No food or liquor may be brought onto or taken off premise at anytime. Exceptions will be made for wedding cakes and some other special dishes.
6. All prices, menus, and room set up must be agreed upon a minimum of two months prior to your event.
7. A final guarantee of the number of guests is due 96 hours prior to your event. This is the number upon which we will base the final bill. Initial _____
8. You will be responsible for any and all damages to the building, equipment, and fixtures due to the activities of your guests or sub-contractors. Certain groups will be asked to provide a certificate of insurance to prove they have adequate coverage.
9. Hoag's Catering/Celebration Hall assumes no responsibility for the loss of any guest's personal property.

10. There is a five (5) hour time frame for all wedding receptions and social events at Celebration Hall. This time frame begins when your guests arrive. If you would like to extend your reception you must advise an on-site manager and receive their permission. Each additional hour will be billed at \$125.00 per hour. Initial _____ Meeting and seminar time schedules are dealt with on a one to one basis.
11. Decorating is your responsibility. Please note we do not want decorations or exhibits taped to the walls nor do we want confetti or glitter to be used. Please advise us of your plans ahead of time. You are responsible for the prompt removal of all decorations or exhibits. Set up of audio-visual or computer hardware and the use of the internet should be scheduled in advance. We recommend advance testing of this hardware so that any problems can be taken care of in advance. We also have a wireless internet connection that is available to anyone using our facility.
12. Generally, you may access the banquet or meeting room the morning of your event to decorate or setup. We will specifically schedule this one week prior to your function.
13. We encourage you to establish realistic arrival and serve times. Banquets and wedding receptions are subject to a \$125.00 labor charge for serving times that are more than 30 minutes off schedule, no exceptions. Initial _____
14. We are licensed by the State of Pennsylvania to sell alcohol at Celebration Hall. We strictly follow the rules and regulations set forth by the Pa. Liquor Control Board. We will be happy to discuss these regulations with you prior to your event. If alcohol is served at your event, all guests must be 21 years of age or chaperones must be provided as required by the State of Pennsylvania.

15. If you arrange for a live band or deejay for your event they must provide us a certificate of insurance listing Hoags Catering as additional insured. We will also need the name and phone number of this business or person.

16. For all wedding receptions we require that you provide us with your menu choices and linen choices a minimum of two months prior to your event. We require that you provide us with the timeline of your event a minimum of six months prior to your reception.

17. All linens and chair covers must be provided by Celebration Hall/Hoag's Catering.

18. All wedding receptions are required to use our prepared wedding packages.

19. If your guest count is projected to exceed 175 people we require the additional rental of our medium-sized banquet room (Room A-B).

CLIENT SIGNATURE _____
 PRINT _____ DATE _____
 CLIENT SIGNATURE _____
 PRINT _____ DATE _____
 ESTIMATED NUMBER OF ATTENDEES _____
 ESTIMATED TIMING: FROM _____ TO _____
 BANQUET MGR. SIGNATURE _____
 DATE SIGNED _____
 PRINT _____

DATE OF EVENT _____
 ROOM RENTAL AMOUNT _____
 DEPOSIT REQUESTED _____

CANCELLATION POLICY

1. In case of cancellation, a written letter must be faxed or sent to the banquet manager. Any deposit or payment already received will not be refunded.
2. If you cancel within 90 days of the event date, you will be responsible for 20% of your projected bill and the deposit.
3. If you cancel within 72 hours of your function, you will be responsible for 40% of your projected bill and the deposit.

CLIENT SIGNATURE _____

PRINT _____ DATE _____

CLIENT SIGNATURE _____

PRINT _____ DATE _____

BANQUET MGR. SIGNATURE _____

DATE SIGNED _____

PRINT _____