

## Amelies LLC/OCBD Event Agreement

In signing the Rental and Catering Contract between \_\_\_\_\_ (Print Name) aka the Client and Amelies LLC dba The Old Country Banquets & Deli (aka OCBD) I/We, the Client, agree to pay Amelies LLC a fee of \$\_\_\_\_\_ per person in accordance with the price list \_\_\_\_\_ (received on the date of the booking) for the catering services and use of the:

\_\_\_\_\_ **Wawell Hall** (minimum capacity 100 adults, maximum capacity 299) **and / or**

\_\_\_\_\_ **Gathering Hall** (minimum capacity 35 adults, maximum capacity 100)

On the date(s) of \_\_\_\_\_.

Your chosen package is: \_\_\_\_\_.

**\*Full amount of the catering services is due 14 days before the day of the event.**

Catering price includes the room rental until 12:00AM (midnight). All services included in the price are listed on the chosen price list and are part of this contract. For Credit Card and Pay Pal payments, a 4% processing fee will be applied on the final invoice. The times allotted in each package include 2 hours for setup (ie: dj, décor, personal items, flowers, etc.) and 1 hour for breakdown (removal of all items brought into the space prior to the event).

1. **General Terms and Conditions:** The following guidelines are in effect for all events held at OCBD. These policies are designed to provide the best service and food quality possible to all of our guests. Please read carefully and initial/sign all indicated areas. Please note that all rules/restrictions/policies are to be followed by the client, guests and all vendors.
2. **Booking Your Event:** Booking an event with Amelies LLC/OCBD requires a signed contract AND Security Deposit within 5 business days. Once this contract is signed and your security deposit has been received, a confirmation e-mail will be sent to you. In addition, a payment plan for your event must be setup at the time of booking, in accordance with the time line outlined in this contract.
  - a. For events booked in less than 30 days of the event date, full payment, guest total, table setup, and final arrangements are due with the completed contract at the time of booking.

**Name(s):** \_\_\_\_\_ / \_\_\_\_\_

**Email(s):** \_\_\_\_\_ / \_\_\_\_\_

**Phone Number(s):** \_\_\_\_\_ / \_\_\_\_\_

**Mailing/Billing Address:** \_\_\_\_\_  
\_\_\_\_\_

**Anticipated Number of Guests:** \_\_\_\_\_

**Estimated Start/End Time(s) of Event:** \_\_\_\_\_ / \_\_\_\_\_  
**(Please remember that the setup/breakdown are included in your total event time)**

3. **\*Payment Plan:** Payments can be made online or in-store. Checks can be made payable to: *Old County Banquets* or *Amelies LLC*. The security deposit paid on the date of booking will be returned inside 7 days following the event permitting no damages, policy/contract violations or additional charges that incurred during the event. If damages occurred exceed the amount of the security deposit, the client hosting the event will be solely responsible for the repairs

\_\_\_\_\_ \$800.00 All inclusive Diamond and Platinum packages Wedding Security Deposit

\_\_\_\_\_ \$600.00 Diamond and Platinum Wedding Security Deposit

\_\_\_\_ \$400.00 Birthday Parties, Brunches, Hall rentals or Buffet packages Security Deposit

1<sup>st</sup> Installment of \$\_\_\_\_\_ is due by: \_\_\_\_\_

2<sup>nd</sup> Installment (30%) of \$\_\_\_\_\_ is due by: \_\_\_\_\_

Final Installment of \$\_\_\_\_\_ is due by: \_\_\_\_\_

4. **Cancellations:** Security Deposits are non-refundable if event is canceled. If Amelies LLC/OCBD does not receive your scheduled payments, and are unable to contact you in all forms provided for 1 week, your reservation will be canceled.
  - a. Changes in event dates are not permitted, unless an additional non-refundable deposit of 50% is received the date of the new booking.
  - b. Changes in packages are allowed but additional charges may incur.
5. **Preferred Vendors:** The following are the preferred vendors at Amelies LLC/OCBD. These vendors have years of experience working with our facility and its staff and are encouraged to use for your event. Please note that if contracted separately each vendor requires their own deposit and can be privately contacted to customize your event.
  - a. PartyTyme Productions (DJ/MC)
  - b. Two Pour Guys (Bartending Service)
  - c. Criscitelli Creations (Coordinating Service)
6. **Special Requests:** Amelies LLC/OCBD will assist in any way possible to make your event a success. Please have all special requests submitted in writing at the time of the banquet hall reservation.
7. **\*Final Guest Count:** Amelies LLC/OCBD will require an estimated guest count upon booking your event. A final guest count will be due 2 weeks prior to your event. A final invoice will be sent to you via e-mail using said total.
  - a. Headcount is broken down as follows:
    - a.i. # of infants (0-2)
    - a.ii. # of children (3-9)
    - a.iii. # of adults (10+)
    - a.iv. # of vendors
  - b. Failure to provide a guest count 2 weeks prior to your event will result in being charged the full amount of the estimate that was given at the time of booking or the total number of guests that attend the event, whichever is greater. It may also result in the banquet hall not being able to accommodate any additional guests that may arrive that were unaccounted for. This includes but is not limited to: seating, linens, etc.
8. **\*Floor Plans & Seating Charts:** We will do our best to honor your floor plan and/or seating chart requests, however, Amelies LLC/OCBD reserves the right to modify the seating chart if necessary to accommodate the facility and the vendors. Our staff has many years of experience and would appreciate your cooperation with this matter.
  - a. Floor plan and seating chart are due 2 weeks prior to the event. This includes the total table number along with the total number of guests being seated at them.
  - b. For safety reasons, guest/sweetheart/head tables are not permitted on the stage.
9. **\*Menu Selection:** Clients are required to select from Buffet/Family Style/Individually Plated serving styles within 2 weeks of the event. As indicated on the menu packages, individually plated service is provided at an additional cost. The clients may be served to table at no additional cost if notified 2 weeks prior to the event.

- a. Allergies: The banquet hall must be notified of any/all allergies 2 weeks prior to the event in order to make accommodations. The banquet hall can accommodate up to 5 additional servings to table at no additional cost if notified 2 weeks prior to the event. The banquet hall will need the following information:
  - a.i. Name of individuals requiring supplemented menu items
  - a.ii. Table number of individuals requiring supplemented menu items
- b. Vegetarian, vegan, gluten free menu items are available at no additional cost as per allergies.
- c. Outside Catering: The use of outside food items is not permitted, with the exception of cake and sweets. Additionally, clients and their guests are not permitted to bring outside food, unless special arrangements/approval have been made/given with/by the Owner/Chef of the banquet hall, in accordance to health and safety regulations.

**10. Rehearsals, Additional Setup Time, and After-Parties:** The time allotted in your price list includes setup and breakdown time (2/1). For events requiring additional time, arrangements may be made (if available) with the banquet hall for an additional cost of \$100.00 per hour. This request must be made in writing and agreed upon by all parties.

- a. All decorations provided by or setup by the client must be removed from the property by the events conclusion unless prior arrangements have been made with management.
- b. Please be kind and leave the property as you found it.

**11. Fire Safety/Smoking:** Live fire is not permitted in the building with the exception of birthday candles. In the event the alarm sounds, all individuals in the building are required to exit the building (not just the hall being used) until deemed safe by the Enfield Fire Department.

- a. The OCBD is committed to providing a smoke free environment for our guests. Smoking, vaping, hookah, etc is not permitted inside or within 25 feet of its entrances.
- b. Non-compliance with our smoking policy will result in a \$500.00 fee at the client's expense in the event the alarm sounds.

**12. Alcohol Policy:** OCBD does not have a liquor license, and thus cannot sell and/or serve any alcohol. By signing this contract, you (the client) acknowledge that you (the client) are responsible for any/all actions of your guests. No sale of alcohol or tickets for the event are permitted if alcohol is made available to guests.

- a. Underage drinking will not be permitted in our facility. Any/all underage individuals caught doing so may be asked to leave the premises immediately.
- b. In addition, this release will confirm that Amelies LLC/OCBD and its staff assume no liability for the actions of the attendees of the function for the entire duration of the event and the 24 hours immediately following the function.

**13. Sound Equipment/Vendor Information:** Florists, DJ's, Bands, Bakeries, Photographers, Videographers, Decorators, Etc. may preview the hall and can schedule an appointment with the banquet hall staff to do so.

- a. All vendors must respect the OCBD as it is located in a residential neighborhood. Continued use depends on the good will of our neighbors. Unreasonably loud music may jeopardize our relationship with the community. DJ's/Bands/Musicians that abuse this may be banned from returning to the facility.
- b. Any additional decorations, table settings, etc. need to be approved by the banquet hall. Vendors must remove any/all items brought in by the conclusion of the event. This includes but is not limited to their personal equipment, along with any garbage/leftover material(s).

- 14. Children:** Children should be supervised at all times. Small children should not be left unattended in the balcony area or stairwells.
- 15. Pets:** Only service animals are permitted on the premises.
- 16. Unforeseen Events:** The client(s) cannot hold Amelies LLC/OCBD responsible for failure to provide basic facilities and services due to emergencies, man made, natural disaster, or other interruptions of public utilities. In the event the Governor closes the roads or issues a mandatory evacuation due to inclement weather or the above mentioned circumstances, Amelies LLC/OCBD will allow you to reschedule, if possible on the next available weekend.
- 17. Courtesy Protocol:** Amelies LLC/OCB reserves the right to request any person(s) acting unruly and contrary to rental or local regulation to leave the premises.
- 18. Items included in all packages:** Air conditioning/heat, linen tablecloths (white/ivory), ceramic plates, silverware (appetizers/entrees), linen/spandex chair covers (white/ivory), linen napkins (white/ivory), water glasses and coffee/tea cups along with a coffee/tea station.
  - a. Bar napkins/supplies, stemware may be made available if requested and an additional charge may incur.
  - b. Mirrors, vases, silver/gold charger plates may also be made available, if available and requested in advance.
- 19. Misc:** Fog machines and/or Dry Ice Machines are not permitted in the building. Placement of speakers or other metal equipment directly on the floor without stands, use of tape on the floor, bar areas or colored surfaces is not permitted. Use of pins, glue, screws, nails (anything that can puncture a surface) are also not permitted. Amelies LLC/OCBD is not responsible for any/all lost/stolen/forgotten items at the event.

*This is a binding document along with its stated terms and conditions and constitutes the entire agreement between both parties and may not be amended unless done so in writing and signed by Amelies LLC/OCBD and the client. A signed copy of this agreement along with the deposit made must be returned to our facility within 10 days of receipt. I understand that the following is required 2 weeks prior to my event:*

1. *Exact beginning and end times of event*
2. *Contact/Vendor sheet*
3. *Payment of any/all items/fees*
4. *Final Headcount*
5. *Final Menu Selection*
6. *Any remaining special requests*
7. My signature below confirms that I have read, understand and agree to comply with the terms/conditions/policies, etc. stated herein.

\_\_\_\_\_  
**Client Name (s) Print & Date**

\_\_\_\_\_  
**Client Name (s) Print & Date**

\_\_\_\_\_  
**Client Signature (s) & Date**

\_\_\_\_\_  
**Client Name (s) Print & Date**

\_\_\_\_\_  
**Amelies LLC/OCBD Name Print & Date**

\_\_\_\_\_  
**Amelies LLC/OCBD Name Signature & Date**