



# THE EVENT HALL AGREEMENT

#4677 Parkwood Rd. Shelocta, PA 15774

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1-(800)-758-3480

Website Address: [www.theeventhall.com](http://www.theeventhall.com) Email Address: [theeventhall@verizon.net](mailto:theeventhall@verizon.net)

TO RESERVE A DATE with The Event Hall, a security deposit fee of \$400.00 (Made payable to: The Event Hall Escrow Account). Deposits are non-refundable upon any default of any covenant of this agreement by the undersigned. The deposit will be retained in an escrow account as security until every covenant of this agreement has been met by the undersigned and only then will be returned to the person that made the deposit. All road signs placed by client must be removed before return of deposit

EVENT DOWN PAYMENT in the amount of \$ 1,000.00 ( ) made payable to The Event Hall on or before THREE MONTHS prior to the Date of Event. Down Payment will be applied towards the Full Payment of the Event. Any and all Down Payments are non-refundable.

All arrangements or contracted services shall be finalized on or before 45 days prior to Client's event. At which time, all details will be decided upon between the undersigned and The Event Hall. Balance of the full payment will be expected on or before 15 days prior to the date of the Event. The Security Deposit does not go towards final payment. If full payment is not received as before mentioned herewithin, the undersigned and any associated public will not have access to The Event Hall.

DANCE FLOOR: To insure extended safety of the public, drinks and food, drinking or eating on the Dance Floor will not be permitted at any time, or after the Buffet Tables have been removed from the dance floor. No rolling or placing of any object or activity that would cause damage or excessive wear to the Dance Floor.

TOBACCO SMOKING or smoking of any substance will not be permitted inside any part of The Event Hall.

ALCOHOL entering The Hall will be under the responsibility and liability of the undersigned. No self serving of any alcoholic products will be permitted. The serving of alcohol will not start before one hour prior to the Buffet Meal. No hard liquors or mixed drinks will be "served" until after the meal, and the "serving" of glass bottles will not be permitted. Shots will not be served except for the Bridal Dollar Dance. No serving or open containers of alcohol are permitted in parking lot areas. All alcoholic drinks will cease to be served at 10:00 PM. Any alcohol & kegs are to leave with designated person/s of legal age or person of insured at the conclusion of the event. All alcoholic drinks will cease to be served one hour prior to closing of Hall hours scheduled. Bar Hours will not exceed beyond 6 hours at any one event.

HOST LIQUOR LIABILITY - The undersigned will obtain for themselves and the public, liability insurance covering the use of any and all alcohol entering or coming onto the property of The Event Hall. The Event Hall shall be provided a Certificate of Insurance from the undersigned or anyone assuming the responsibility 15 days prior to the event. Any Bartenders selected by the Client must be approved by The Event Hall, and selected from Hall's Bartender Referral List. All Bartenders must be of minimum 25 years of age with experience and not be related or close acquaintance of the undersigned. The undersigned will be responsible for compensating any Bartenders.

PUBLIC CONDUCT: The Event Hall retains the right to suspend any and all entertainment not in good keeping with the client's request and/ or inappropriate conduct, behavior, profanity and music with excessive vulgar content.

ANY DESTRUCTION OR DAMAGE caused by anything or anyone invited by the undersigned, will be the responsibility and liability of the undersigned. The tables are for food and light weight displays only. Heavy objects, people standing or sitting on tables will not be permitted. No sports activities are permitted within any structural part of the Hall. Any property of the Event Hall, including but not limited to, props, centerpieces, and decorative items shall not be altered or removed from The Event Hall.

CREATION of sculptures or MANUFACTURING of anything including food, but not limited to, will not be permitted within The Event Hall. Any creations made prior to delivery and displayed by those delivering the creation will be accepted upon the approval of The Event Hall. The Event Hall will not be responsible for storing or displaying any creations of any kind. The Event Hall will not be responsible for any shortage or incomplete service by the undersigned or subcontractors of the undersigned.

DECORATING of The Event Hall will be the approval of The Event Hall before placement of anything. Subcontracting will not be permitted without written consent of the Event Hall. Any contracting services coming into The Event Hall must have their own liability and a certificate of liability will be made available for The Event Hall management records. Lighting of any candles will be at the discretion and approval of The Event Hall. The Event Hall does not permit bubbles, crayons, markers, pens, birdseed, confetti "given to guests" without Hall's approval. Sticking, taping or tacking to the walls or furniture will not be permitted inside the Hall. All Personalized Printed Items, (etc.) ordered through The Event Hall must be paid in full three months prior to the date of event.

PREPARATION done at The Event Hall by the undersigned or anyone in connection thereof, will be given from 1:00pm to 5:00pm for "Event Preparation only" the day before the Event, if the day before the Event is granted. Wedding related event: all favors, printed napkins or anything brought into The Event Hall by the Client will be the responsibility of the Client for placement thereof the day before the Event if the service is not being provided by The Event Hall.

WEDDING CEREMONIES: Ceremony Rehearsal will take place the day before the event, and must be completed before 7:00pm. The undersigned must provide a "Minister Of Ceremonies".

THE EVENT HALL will guarantee a matching number of servings of food (from each of the selected food choices) to the number of total people ordered for. Any remaining food, at the end of the event, may be permitted to be taken by the undersigned upon the Event Hall Management approval. Any extra servings of food will only be supplied by contractual agreement of the undersigned client.

NOTE: the amount of food or cake per serving is based upon a standard practice within the food service industry. The amount of food consumed by a person at one setting, may be determined by:

- ... The amount of labor or physical activity prior to a meal.
- ... The amount of time lapsed between meals.  
(A person may consume more food at a sitting if they have been without food for more than 5 or 6 hours.)
- ... General practices due to customs, etc.

CLEAN UP within and outside of The Event Hall will be the responsibility of the undersigned to broom sweep and remove from the property any non-related Hall items, if the undersigned has not paid for the cleaning services. The kitchen area or any other part of the Hall will not be used for food preparation, cleaning equipment or anything else not being property of The Event Hall without Hall Management Approval.

NO PERSON will be permitted in the kitchen, cooler, freezer, storage or any other areas without the Hall management permission.

THE EVENT HALL shall not be opened beyond 11 PM any day of the week without Hall Management Approval. The Event Hall will be opened to the public 1 ½ hours prior to the starting of the Event. The conclusion of any event or the last song will be played at 10:15 PM at which time the soft lighting will come on for the vacating of all persons and personal effects/ belongings of the Client and Guests. A maximum of seven hours per event, but not limited to any actual wedding reception.

NO PERSON is permitted on or near any joining properties or building beyond The Event Hall Parking area.

THE EVENT HALL carries Liability Insurance for the benefit and legal protection of “The Event Hall Establishment” and property only. The Event Hall’s Liability Insurance will not cover acts of any activities, including, but not limited to the handling or serving of any alcohol by the undersigned or anyone in connection or participation of any scheduled event on or within the property location of The Event Hall.

THE EVENT HALL SECURITY is Management monitoring and (or) professional security personnel. In the event, the client feels the need for security; the hiring and cost will be of the Client’s responsibility.

PRICE INCREASES will not exceed 10% of any prices given in a signed contract.

THE UNDERSIGNED has reviewed and fully understands and agrees to accept the Terms & Conditions, Rules and Notices contained herein and all requested services provided.

EVENT: \_\_\_\_\_

RESERVED DATE, DATE OF EVENT: \_\_\_\_\_

EVENT STARTING TIME: \_\_\_\_\_

DEPOSIT RECEIVED (DATE): \_\_\_\_\_ AMOUNT: \_\_\_\_\_ CK. NO. \_\_\_\_\_

\_\_\_\_\_  
Client’s Signature - #1

\_\_\_\_\_  
Date

\_\_\_\_\_  
Client’s Signature - #2

\_\_\_\_\_  
Date

\_\_\_\_\_  
Payor’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Hall’s Authorized Signature

\_\_\_\_\_  
Date

