

Celebrations Unlimited Party Planning Contract

Mailing Address: 350 Plum Hollow Rd
Hustontown, Pa 17229
717-816-4374

Physical address is 27994 Great Cove Rd, Ft. Littleton, Pa 17223

Hall Rental Agreement

Name of Individual/Company renting the room(s)_____

Date(s) the room(s) are reserved for:_____

The hall your requested is being held temporarily for you for the next 14 days effective today __/__/__. Once your 75.00 deposit is received within those 14 days the hall will be reserved for you. This deposit is refundable up to 6 months prior to your reserved date. If you cancel for any reason after that period of time your deposit will be non refundable.

Event:_____ Hall Rental fee:_____ plus a 75.00 cleaning fee.

The above rental fee includes the use of the room you reserved and the use of tables & chairs. The tables & chairs will be in place when you arrive.

A sign with the wording you specify will be in place welcoming your invited family & friends. Paper towels, toilet paper, trash bags, clean supplies are provided by Celebrations Unlimited.

Table linens, centerpieces, real dishes, themed decorations can be added for an additional fee. Personal assistance to decorate, set up, man your food & package up your leftover food can be added to your rental package for an additional fee.

Schedule of actions re: Hall Rental

- a) When a booking is made, the contract must be signed and the deposit returned within 14 days of the hall being verbally booked.
- b) Renter is responsible for any loss or damage incurred to the premises by their helpers, hired staff, other service providers and their guests.
- c) Renter is responsible for the conduct of their staff and guests, on and off the premises during and following the event.

Cleaning

- **For weddings, the building is cleaned by Celebrations Unlimited Staff after a wedding/reception**
- **For all other events, the renter has the option of cleaning the building himself/herself, or paying an additional charge of \$50.00 for Celebrations Unlimited Staff to clean.**

You will receive a phone call or fb message normally on Monday of the week of your wedding. You will be asked for your final RSVP count and together we will agree upon the number of tables & chairs to be in place when you arrive. Together we will agree on a time to meet for you to add your decorations. The remaining balance is due to fulfill your contract commitment at that time.

Decorations & Operations:

The following rules must be followed by all renters:

- no staples, thumb tacks or nails used on the walls
- surplus chairs & tables are to remain in the hall or moved to another room out of your way, they are not exposed to the elements
- wall putty can be used to hang decorations on the walls
- push pins can be used to attach decorations to the wooden beams, a ladder is available for your use onsite

Parking:

Parking is available for use for your event at no extra charge.

Catering:

It is not mandatory but we prefer you use one of our preferred caterers for your event. Torrie Ann Mellott-Creative Catering - 717-860-0786 or Duane Luzier -Chillin Grill 814-761-1774.

Liquor:

We have a no alcohol policy with the exception of 1 bottle of wine or champagne per table of 8. We understand some bubbly for a toast at weddings, wedding rehearsal dinners, and bridal showers is appreciated. We have no alcohol liability coverage. If you choose to supply alcohol as listed above you will be assuming the sole responsibility for yourself and your guests.

Smoking:

Butt containers are provided with smoking preferred out back vs the front of the building. No smoking inside the building.

Personal Assistance:

Personal assistance is available to help you sit back and relax and be a guest at your own event. Personal assistance can be added to your hall rental fee to assist you with decorating, setting up your prepared food, package up your left over food, assist with tear down and/or games for a fee of 25.00 per hour. Free advise is available to suggest cake bakers, djs, florist, officiants, caterers, etc.

Upgrade to include linens, decorations and/or centerpieces, etc: NOTE: 10 day advance notice needed to rent these items

Round Linens are available at a rate of 15.00 per table of 8, ironed and placed on the tables when you arrive, 10.00 if not ironed, rectangular linens are available at a rate of 10.00 per table ironed, burlap and satin table runners are 3.00 per table. Cloth napkins are available at a rate of .50 each. I launder them after your event. No need to rent elsewhere...no need to drive to pick them up, launder them then return to different rental company.

Centerpieces can be added to include fresh cut arrangements, silk arrangements, mirrors, tea lights & more. Ask for details,rates start at 5.00 & up.

Decorations are available in various themes. Currently in stock is Hollywood, Jungle, Marti Gras, Carnival, Circus, Princess, Luau, Tropical Paradise.

4 Different Rooms available to rent in the Celebrations Unlimited Building:

Celebration Hall, this is the largest most popular room in the building. It has a kitchenette complete with a full size refrigerator, 2 bay sink, dishwasher, microwave, 40 cup coffee maker, 2 drink dispensers, serving trays, cake server set, tongs, serving spoons (no stove) 12 round tables that seat 8, 2 rectangular tables to use for your food tables, 1 rectangular table to use for your drinks, 1 small 4 foot round table to use for your cake, 1 rectangular table for prizes, 1 rectangular table for a sign in or diaper raffle table, 2 rectangular tables for gifts & 100 black fan back chairs. If you are having a dance and need space for a dance floor I would recommend renting the middle room (Jem Room) in addition to this room. Rental fee is 175.00 plus 50.00 cleaning fee. You have the option to pay 225.00 and leave the cleaning to us or pay 175.00 and clean yourself after your celebration. We prefer you leave the cleaning to us but you decide which option you prefer. Brides will no longer have the option to clean after their wedding.

Jem Room: It makes a great addition to renting Celebration Hall when you have 60 people or more and want to reserve the middle of Celebration Hall for your wedding ceremony aisle or dance floor. It makes the perfect area to house your food, drinks, appetizers, memorial table, sign in table. It is available to rent for an additional fee of 125.00 (no cleaning required by you).

Diamond Room, this room is located to your right as you enter the building. It is a large room with 2 private restrooms. It can be rented alone or in addition to renting Celebration Hall. It makes a great smaller venue for parties of 30 or more. It is rented for most onsite weddings and used as a bridal suite. It makes a perfect venue for small wedding rehearsal dinners, bridal showers, birthday parties too. The fee for the Diamond Room is 125.00 (no cleaning required by you) This room comes with seating or 30 or less, a table for your food/drinks, gifts and cake for parties. No kitchette is included. When used as a bridal suite floor length mirrors are placed in both restrooms, hooks placed for the gowns to hang up, comfortable seating and a few tables put in place for practical use.

Ruby Room, this room is located behind the Jem Room. It has its own entrance from the back of the building. It has 1 private restroom. It is rented for the groom/groomsmen to have their own private area. Cost is 100.00 (no cleaning required by you).

Complete the Wording for your outside sign here: _____

Signature of party renting the room(s) _____

Phone Number to be reached: _____

Please sign & return with 75.00 deposit within 14 days from the date we spoke to confirm the booking. All checks are to be written out to Celebrations Unlimited Party Planning Service and mailed to 350 Plum Hollow Rd, Hustontown, Pa 17229

Hall Rental Fee: _____ **if you clean up after your celebration or** _____ **if we clean afterwards**

Personal Assistance: _____

Linens and/or Decorations upgrade cost : _____

Deposit required with signed contract: _____

Remainder due on date of event: _____