



Sun Valley Banquet & Party Center... (330) 562-6277

• 10000 Edwards Lane • Auburn Township, Chagrin Falls, Ohio 44023 •

Agreement for Use of Facilities and Services

1. Parties

WHEREAS, SunValley Party Center (hereinafter referred to as ("SunValley")) is in the business of providing Banquet and Meeting facilities to the general public including food and beverage services, and

WHEREAS, \_\_\_\_\_ (name), of  
\_\_\_\_\_ (address)  
\_\_\_\_\_ (telephone)

and

\_\_\_\_\_ (name), of  
\_\_\_\_\_ (address)  
\_\_\_\_\_ (telephone)

hereinafter referred to as the ("Responsible Persons"), wish to acquire the use of such facilities and services for a period of time.

The parties hereby agree as follows:

2. Deposit to Reserve Date for Banquet / Meeting Room

The Responsible Persons hereby deposit with SunValley the amount of Eight Hundred Dollars (\$800.00) to reserve the date of \_\_\_\_\_ ("Meeting Date") for a Banquet / Meeting of approximately \_\_\_\_\_ people. Said funds shall be paid as follows: Three hundred Dollars (\$300.00) to be paid immediately to secure the reservation. The remainder of the deposit (Five Hundred Dollars) is to be paid on \_\_\_\_\_, which is 90 days from the initial deposit. Said funds shall be held by SunValley as a deposit to reserve said date for the Banquet / Meeting and shall be forfeited by the Responsible Persons as liquidated damages should the Responsible Persons cancel said Banquet / Meeting.

Five Hundred Dollars (\$500.00) of the total deposit shall be deducted from the total contract at time of payment. Three Hundred Dollars (\$300.00) of said deposit shall further be held by SunValley as a deposit against damage to its facilities and any damage caused by the Responsible Persons or their guests during the Banquet / Meeting. Charges for additional guests and damage amounts will be subtracted from the \$300.00 deposit and the remainder will be returned to the Responsible Persons.

3. Duties of SunValley

SunValley shall provide to the Responsible Persons:

- a. The use of a Banquet Room on the Meeting Date for a period of time not more than six (6) hours (additional time will be billed, as an additional charge, in half hour increments).
- b. The use of a check room for coats, hats, etc.
- c. Food Service as selected on attached form "A".
- d. Waitresses, necessary personnel, china, standard linen, silverware, and all equipment for serving.
- e. "Additional Services" at additional charges as requested on the attached Form "B".

4. Payment of Charges

- a. The Total Amount of this contract is due and payable 48 hours prior to the scheduled event. Two party checks and out-of-town checks will not be accepted.
- b. By accepting the terms hereof, the responsible party releases SunValley from any and all liabilities, not covered by SunValley's insurance, arising out of accident or injury to any and all invited guests occurring in or around the premises, including the parking area.
- c. SunValley will not be responsible for any personal items lost or stolen.

IN WITNESS WHEREOF, the parties have set their hands this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ to this "Agreement for Use of Facilities and Services" at SunValley Banquet and Party Center.

SunValley Banquet and Party Center

BY: \_\_\_\_\_

Responsible Persons

BY: \_\_\_\_\_

BY: \_\_\_\_\_

The minimum number of adult guests for a Saturday event is 150. If your count is below the 150 minimum, special conditions and pricing exists. Your contract amount must exceed \$7,118.46.

# FORM "A"

## Custom Menu

Our custom menu allows us to create a spectacular buffet tailored to your individual taste.

### House Buffet Menu

\$23.50 per person as follows:

**Three Entrees**

Chef Carved Steamship  
Round of Beef

Boneless Chicken Cutlet  
with Welsh Rarebit Sauce

Pasta Selection

Potato Selection

Vegetable Selection

Tossed Green Salad

Rolls and Butter

Coffee, Tea, Brewed Decaf

Menu Selection as follows:

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Price Per Person:

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## FORM "B" - "Additional Services"

BEVERAGE SERVICE: \$2.50 per person for six hour service.  
(Complete listing in the Party Planner)

STANDARD PACKAGE BAR SERVICE: \$7.50 per person for six hour service.  
(Complete listing of Liquors used is in the Party Planner)

BARTENDERS: \$85.00 for six hour service.  
A minimum of two bartender per 150 guests is required.

SECURITY GUARD: \$26.00 per hour  
A security guard is provided for your protection and convenience. The time charged for the guard begins ½ hour before your guests arrive (this includes DJs, band members, wedding photographers, etc.) and ends ½ hour after your event.

OCCASION CAKES: \$2.50 per guest  
Any type of specialty cake is available at the Center. We will serve or wrap your cake as you choose.

HORS D'OEUVRES: Price set per selection  
(Complete listing in the Party Planner)

SERVICE CHARGE: 20% on all charges  
There is a 20% service charge added to all services and charges.

TAXES: 6.5% State Sales Tax  
6.5% State Sales Tax is added to all charges.

### EXTRA CHARGES FOR ADDITIONAL SERVICES AS FOLLOWS:

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

# "Worksheet"

## Sample Billing -

_____	guests at \$23.50 for House Buffet .....	\$ _____
_____	guests at \$2.50 for Beverage Service .....	\$ _____
_____	guests at \$7.50 for Bar Service .....	\$ _____
_____	guests at \$2.50 for Wedding Cake .....	\$ _____
2	Cheese Tray at \$150.00 each .....	\$ _____
2	Bartenders at \$85.00 each .....	\$ _____
20%	Service charge on all charges .....	\$ _____
6.5%	State Sales Tax .....	\$ _____
1	Security Guard for 7 hours at \$26.00 per hour .....	\$ _____
	Minus your deposit .....	\$ _____
	Total Due SunValley Banquet and Party Center .....	\$ _____