

SunValley Banquet & Party Center

10000 Edward Lane
Auburn Township
Chagrin Falls, OH 44023
330-562-6277

PeggySecura@sunvalleypartycenter.com

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)

Herein after 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 One Thousand Dollars (\$1,000.00) to reserve the date of - _____ ("Meeting Date") for a Banquet / Meeting of approximately _____ people. 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, along with any and all payments made, should the Responsible Persons cancel said Banquet / Meeting.

Final Payment is due no later than the 8 days prior to your event. This is a binding contract and all charges and policies as supplied in the SunValley General Policies information will apply.

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 five (5) hours (additional time will be billed, as an additional charge, in hour increments).
- b. Food Service as selected at time of final arrangements meeting.
- c. Waitresses, necessary personnel, china, standard linen, silverware, and all equipment for serving.
- d. "Additional Services" at additional charges as requested at final arrangements meeting.

4. Payment of Charges

- a. The Total Amount of this contract is due and payable a minimum of 8 days prior to the scheduled event. Two party checks and out-of-town checks will not be accepted. Payment made or received after the required date must be made in cash or by bank check only.
- b. Accepting the terms hereof, acknowledges the acceptance of all fees, policies, and cancellation policies as stated in the general policies provided by SunValley.
- c. 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.
- d. 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 Party Center.

SunValley Party Center

BY: _____

Responsible Persons

BY: _____

BY: _____