



EVENT CONTRACT

Name _____

Event Date _____ Type of Event _____

Event Start Time _____ End Time _____

Resort Location _____

Add'l Location _____

Thank you for choosing Chimney Corners Resort to host your special event! Following are the terms and conditions outlining services and goods provided by Chimney Corners for the above stated event date.

Included in your quote and provided by Chimney Corners: Your meal plan choice, set up and tear down of event including cleanup, all linens, dinnerware, silverware, glassware, bar setup and ice. This cost also includes any meetings and coordination, services and labor required by Chimney Corners Staff. Outside catering companies are not allowed on resort properties.

Items **not** included in your cost are: Alcohol. You will be required to purchase your alcoholic beverages from the resort and cannot bring outside alcohol on premise. Chimney Corners will provide a bartender to open and serve wine and beer that is purchased at an additional cost.

Other items/services not provided by Chimney Corners: flowers, music, photography, transportation or other event services. *Additionally, there will be a 6% tax and an 18% gratuity added to your total cost.*

It is understood that Chimney Corners is a family resort and requires your event to be finished at 11:00pm. Any unnecessarily loud or unruly behavior is cause for immediate termination of the event.

Accommodations at the resort requires separate arrangements and deposits and is not included in this agreement.

Payment Terms: Person(s) requesting event, or agent of person, agrees to pay a deposit of \$_____. This deposit is non-refundable 60 days prior to event. If event is cancelled before 60 days a \$125.00 service fee will be charged and retained from the initial deposit. This deposit serves as a retainer and is due at the time of contract signature. The remaining balance is due one week before the event. You will receive a confirmation letter and invoice when we receive your final guest count. Your final guest count is due on *(14 days prior to event)* _____. Your final charges will be based on this number. Your event requires a minimum food charge of _____ regardless of number of guests invited. Chimney Corners Resort does not accept credit cards. Cash or personal check only.

This agreement supersedes any other oral or written agreement between parties.

This agreement may be modified or amended if the amendment is made in writing and signed by both parties.

Location Fee: _____

Additional Location Fee: _____

Base Per person charge: _____

Estimated number of guests: _____

Deposit Amount: _____
(due upon signing)

Chimney Corners Coordinator:

Person(s) financially responsible for above:

Date: _____