



Thank you for your interest in the Sweetheart Manor. We strive to listen to your needs in planning your event and hope to exceed your expectations. The following rental agreement must be signed to secure your date and event.

### Contract Agreement

Bride \_\_\_\_\_ Groom \_\_\_\_\_

Person paying for the event \_\_\_\_\_

Address \_\_\_\_\_ Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ email \_\_\_\_\_

Contract Date \_\_\_\_\_ Event Date \_\_\_\_\_

Arrival Time \_\_\_\_\_ Event Start Time \_\_\_\_\_ Departure time \_\_\_\_\_

(Prices are for a 3 hr maximum for receptions and 5 hrs for wedding/reception with a 2 hour maximum arrival prior to event for getting ready or pictures)

Facility Fee: \_\_\_\_\_ \$ \_\_\_\_\_

Catering charge: \$4.25/person x \_\_\_\_\_ persons  
(includes punch, water, mints, nuts and wedding cake of choice) \_\_\_\_\_ \$ \_\_\_\_\_

Extra Servings of Cake: \$1.40/serving x \_\_\_\_\_ \$ \_\_\_\_\_

Additional Food: \_\_\_\_\_ \$ \_\_\_\_\_

6% sales tax: \_\_\_\_\_ \$ \_\_\_\_\_

Chair Covers: \$2.00/chair x \_\_\_\_\_ chairs \_\_\_\_\_ \$ \_\_\_\_\_

DVD /Flat Screen set up for slide show: (\$20) \_\_\_\_\_ \$ \_\_\_\_\_

Additional time allowance: \$100/hour x \_\_\_\_\_ hrs. \_\_\_\_\_ \$ \_\_\_\_\_

Other: \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL BILL:** \_\_\_\_\_ \$ \_\_\_\_\_

Less \$400.00 non-refundable deposit \_\_\_\_\_ \$ 400.00

**AMOUNT DUE on** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ \$ \_\_\_\_\_

Absolutely **NO** alcoholic beverages will be served to minors (ID will be required) \_\_\_\_\_

I give my permission for any personal photos to be used for advertising purposes \_\_\_\_\_

All events will end no later than **10:30 PM** \_\_\_\_\_

Smoking is allowed outside in designated areas only \_\_\_\_\_

Payment must be made, in full, **2 weeks** prior to event, unless other arrangements are made \_\_\_\_\_

*A final count of guests will be provided two weeks prior to the event. Cancellations less than 2 weeks prior to the event will only receive a refund on the food. Cancellations more than 2 weeks but less than 45 days prior will receive a 50% refund minus the non refundable deposit, more than 45 days will receive a full refund minus the deposit.* \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_