

# The Four Seas Banquet Facility Agreement

5/25/2022

It is understood that the Producer is executing this agreement as an independent contractor and not as an employee(s) and that the Producer will have exclusive control over the means, method and details of fulfilling the obligation under this agreement.

A \$1000 deposit required to secure your date. The deposit is non-refundable and non-transferable in the event of cancellation. NO EXCEPTIONS. \_\_\_\_\_ (Initials required). A copy of the signed agreement must be returned required to secure your date within 10 days of date received. Final number of guests is due by noon SEVENTEEN days prior \_\_\_\_\_ (initials required) to your event.

Final balance is due by noon FOURTEEN days before event date \_\_\_\_\_ (initials required). Charges cannot be reduced if number of guests attending reduces within these 14 days. Effective 10/01/2021 a \$10 ARCH deposit fee will be added to all transactions. Your deposit will be returned to you within 14 business days of your event if there are no damages. In case these damages result in any legal actions, renter agrees to pay all of the facilities legal fees associated with the collection of such repairs fees. Deposits are not transferable. \_\_\_\_\_ (Initials required)

Along with services scheduled, a three hour setup/decorating time will be allowed to the client if they wish to come in and set out decorations. The day before the event from 9am – 12pm, as available. Three weeks out, if its still available we will block off decorating time for the event. If day of the event decorating is required the hours are 9am - 12pm. If the client goes over the allotted three hours, the client will be charged \$100 per hour, to be paid out of their deposit. If the client has need for The Four Seas to handle any of their outside decorating (items not included in the selected package), the decorating fees are \$1.75 per guaranteed guest. \_\_\_\_\_ (Initials required).

At no time does the facility ever turn over control of the facility to the renter. The Four Seas will only set tables for up to 5% more then the finalized guest count. If additional tables are required after the 5% additional, the fee will be \$200 per additional table. NO EXCEPTIONS. \_\_\_\_\_ (initials required).

All attendants/event coordinators will enforce all safety and behavior rules. Please do not damage or allow to be damaged any part of the venue, please respect the facility as if it were your own. Any damages incurred, or the use of (including, but not limited to) sparklers of any sort (indoor and outdoor) \_\_\_\_\_ (initials required), silly string, moss, permanent marker, glitter, confetti, feathers, water beads in open containers, or other substances that cause excess cleaning services will cause damage deposit to be forfeited. \_\_\_\_\_ (Initials required).

The renter is responsible for the behavior of their guests and any damages that may be caused by such guests. Renter will be liable for the repair of any such damage at costs plus a 20% administrative fee \_\_\_\_\_ (initials required).

Event coordinators, bartender & maître d' at his/her discretion may deny services to anyone for any reason, including but not limited to intoxication, behavior, medical condition, etc. All entertainment must be finished by the end of the rental period, no last calls are allowed to be given \_\_\_\_\_ (initials required).

The venue will end on the agreed upon venue end time. All guests should be gone from the premises and parking lots within ½ hour of end of event, or extra fees will apply \_\_\_\_\_ (initials required). Events that have shuttles, Ubers or has need for a cab, must allow enough time for the whole party to be off the premises in the allotted time. Any guests remaining on the property after the 30 minute window will result in additional fees of \$150 per every 10 minutes. \_\_\_\_\_ (Initials required)

At no point can any ALCOHOLIC beverages leave or be brought onto the property this includes and not limited to guests favors, etc. \_\_\_\_\_ (Initials required).

NO DRUGS, FIREARMS, KNIVES or other weapons are to be brought to the Four Seas property. If any guests are found with these items it will result in the termination of your event. NO REFUND. NO EXCEPTIONS \_\_\_\_\_ (initials required).

Food Service will begin promptly at the agreed upon time. No Exceptions. Vendor meals are \$35 per person. No Exceptions. \_\_\_\_\_ (Initials required)

This agreement cannot be canceled under any circumstance without loss of deposit. Persons not following normal social behavior rules may be excused from activities immediately. In the event of a altercation, all parties involved will be asked to leave immediately. If an altercation endangers the safety of guests and/or staff, said event will be terminated with NO REFUNDS, NO EXCEPTIONS \_\_\_\_\_ (initials required). Smoking indoors is absolutely prohibited and will result in immediate termination of your event; including e-cigarettes. NO REFUNDS, NO EXCEPTIONS \_\_\_\_\_ (initials required).

In consideration of the services and/or property provided, I, and/or the minors I am responsible for, hold harmless The Four Seas Banquet Facility, its church, Holy Trinity Serbian Orthodox Church, its principals, directors, officers, agents, employees, and volunteers from any liability and waive any claim for damages arising from any cause. All discussions regarding this event should only be directed to the Catering Director/Event Coordinator and no other vendor or employee/volunteer at the Four Seas.

Deposit can be made by ARCH deposit or credit card. Credit Cards will be charged a 3% convenience fee. \$35 service fee will be charged on all returned checks or credit cards. The Deposit is non - refundable if the event is canceled \_\_\_\_\_ (initials required). Payment of event charges can not be made with personal check.

Bride / Groom's Name \_\_\_\_\_ Bride / Groom's Name \_\_\_\_\_

Event DATE \_\_\_\_\_ Estimated Number of Guests \_\_\_\_\_ Deposit Received on \_\_\_\_\_

NO REFUNDS OF ANY SORT WILL BE GIVEN IF THE EVENT IS CANCELED WITHIN 14 DAYS OF THE EVENT.  
My signature affirms I understand and agree to all terms & conditions stated above and on the event Invoice.

Signature (Client's) \_\_\_\_\_ Signature (Client's) \_\_\_\_\_

TODAY'S DATE \_\_\_\_\_

\_\_\_\_\_  
The Four Seas Banquet Facility Officer

Client Full Name \_\_\_\_\_

Client Full Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

E-mail Address \_\_\_\_\_

Phone Number \_\_\_\_\_

#### Package Options

All of our packages include sole use of the facility for four hours.

The courtyard, patio, private parking, security, all event staff, bartenders and maitre d.

Our bar includes top shelf liquors, bottled beer, sodas, wine, coffee and glassware.

The catering includes champagne and sit down service for the head table, choice of two entrees, two sides, salad and dinner rolls. Our table sets include water service, floor length white table linens, white chair covers, your choice of black, silver or champagne jeweled spandex sashes on every-other chair, china, silverware & centerpiece options. Custom lighting throughout the facility includes: lights for the head table, columns, back wall, bar and white up-lights on the interior. The exterior includes accent lighting and candle lit lanterns. We finish the package with two dressed cocktail tables, cake cutting, taxes and 15% gratuity.

#### The Adriatic Inclusive Package - (100 guest minimum)

\_\_\_ Buffet \$55pp . \_\_\_ Sit Down \$60pp - 2022

\_\_\_ Buffet \$70pp . \_\_\_ Sit Down \$75pp - 2023

#### The Baltic Inclusive Package - (100 guest minimum)

\_\_\_ Buffet \$70pp . \_\_\_ Sit Down \$75pp - 2022

\_\_\_ Buffet \$85pp . \_\_\_ Sit Down \$90pp - 2023

This Package includes everything in the Adriatic package, meat and cheese hordeuvres, a complete customization of your wedding cake, color options for the table linens, napkins chair covers & sashes, and your choice of color up-lights.

#### The WORKS Package - (100 guest minimum)

\_\_\_ Buffet \$80pp . \_\_\_ Sit Down \$85pp - 2022

\_\_\_ Buffet \$95pp . \_\_\_ Sit Down \$100pp - 2023

The Works includes everything in the Adriatic package & Baltic package & an additional half hour of venue time, tier one Hordeuvres, wine service, silver or gold chargers for each place setting & two late night snacks.

\_\_\_ Extra 1/2 hour is available at \$2.50 Per person, based on the original guarantee of guests, for a maximum of 5 hours.\*All parties must be over by midnight.

\_\_\_ Extra hour is available at \$5.00 Per person, based on the original guarantee of guests, for a maximum of 5 hours.\*All parties must be over by midnight.

\_\_\_ Champagne Toast \$5.00pp

\_\_\_ Woodbridge Wine service \$5.00 per person

\_\_\_ Wedding Chairs \$3.00 per chair + \$500 Delivery fee      \_\_\_ In-House Cake Service \$3.50 per slice