

Receptions, Inc.  
1379 Donaldson Hwy  
Erlanger, Ky. 41018  
859-746-2700

Sales / Catering Contract

FRESHMAN

Client/Organization	Event Date	Booked	Revised	Event #
Cooper High School	11/20/2018 (Tue)	11/1/2018 10:30:24 AM	11/1/2018 10:33:37 AM	E35372
Address	Booking Contact	Sales Rep	Guests	
2855 Longbranch Rd, Union, KY 41091	Randy Borchers	Lizzy Wray	85 (Pln)	

**Thank you for selecting Receptions. Please sign and return this contract with your deposit within 24 hours. We Do NOT accept tentative holds. Deposits are necessary to secure dates and are Non-Refundable in the event of cancellation. Sales Tax, Service Charge and Applicable Room Charge Will Be Applied to ALL Invoices.**

VENUE

Description	Start	End	Serving	Banquet Room	Setup Style
Meeting	6:30 pm	9:30 pm	NA	Campbell	Banquet

Food/Service Items

Food/Service Items	Price	Qty	Total
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Hearty Dinner Buffet \$14.95 per person.

Dinner - children age 5-10 @ \$7.95 per person.

Dinner - children under age 5 @ no cost.

This package includes:

additional entree, choice of three sides, choice of salad,  
rolls and butter, dessert, beverages of water, coffee, tea and sodas.

A 24% service charge and \$295 Room Charge will be applied to final invoice.

Client is tax exempt if proper paperwork is presented.

A minimum of 50 guests must be met or Receptions will prorate a room charge.

Comments

\$200 Deposit due with signed contract.

Tax Exempt form must be on file with Receptions.

Final guest count is due 10 days prior to event.

Final payment is due by night of event. \* Please No Personal checks \*

Terms and Conditions

The amount of your deposit is \$ 200 Date \_\_\_\_\_

The terms of your contract are PAYMENT PRIOR TO EVENT

I have read the above terms & conditions on the reverse side of this page. I agree with the terms & conditions.

Client or Authorized Representative X Date \_\_\_\_\_

Receptions, Inc.  
1379 Donaldson Hwy  
Erlanger, Ky. 41018  
859-746-2700

Sales / Catering Contract

VARSlTY

Client/Organization	Event Date	Booked	Revised	Event #
Cooper High School	11/26/2018 (Mon)	11/1/2018 10:27:04 AM	11/1/2018 10:29:43 AM	E35371
Address	Booking Contact	Sales Rep	Guests	
2855 Longbranch Rd, Union, KY 41091	Randy Borchers	Lizzy Wray	200 (Pln)	

**Thank you for selecting Receptions. Please sign and return this contract with your deposit within 24 hours. We Do NOT accept tentative holds. Deposits are necessary to secure dates and are Non-Refundable in the event of cancellation. Sales Tax, Service Charge and Applicable Room Charge Will Be Applied to ALL Invoices.**

VENUE

Description	Start	End	Serving	Banquet Room	Setup Style
Meeting	6:00 pm	10:00 pm	NA	Boone	Banquet

Food/Service Items

Food/Service Items	Price	Qty	Total
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Classic Buffet Menu @ \$17.95 per person.  
Dinner - children age 5-10 @ \$10.98 per person.  
Dinner - children under age 5 @ no cost.  
This package includes: One Carving Station  
choice of additional entree, choice of three sides, choice of salad,  
rolls and butter, dessert, beverages of water, coffee, tea and sodas.  
A 24% service charge and \$295 Room Charge will be applied to final invoice.  
Client is tax exempt if proper paperwork is presented.  
A minimum of 145 guests must be met or Receptions will prorate a room charge.

Room Chg	\$295.00
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Comments

\$200 Deposit due with signed contract.  
Tax Exempt form must be on file with Receptions.  
Final guest count is due 10 days prior to event.  
Final payment is due by night of event. \* Please No Personal checks \*

Terms and Conditions

The amount of your deposit is \$ 200 Date \_\_\_\_\_

The terms of your contract are PAYMENT PRIOR TO EVENT

I have read the above terms & conditions on the reverse side of this page. I agree with the terms & conditions.

Client or Authorized Representative X Date \_\_\_\_\_

**RECEPTIONS, INC.**  
**SOCIAL CONTRACT TERMS AND CONDITIONS**

**MENUS, GUEST COUNTS & QUOTATIONS:** Final guarantees must be submitted 10 days in advance of the function. After this time, counts may not be reduced-food, beverage & staffing allocations will have been made. Additions to the final guarantee will be accepted until 48 hours prior to the function. All menus must be confirmed with our sales staff no later than 14 days prior to the function date. There are minimum room revenue requirements particularly on Friday and Saturday evenings. Our sales staff will advise you on these minimums and ensure strict adherence to these requirements.

**DEPOSITS AND SIGNED CONTRACTS:** All events will be treated as tentative until receptions, inc. receives a deposit (credit cards accepted) and signed contract for the event. Deposit amounts are stipulated on the front of this contract. Functions will not be guaranteed as "firm" until receipt of deposit and signed contract. We do not accept tentative holds due to popular demand of our ballrooms. Security deposits are necessary to secure dates and are non-refundable. There will be a \$195 room charge for all events.

**CANCELLATIONS:** Without qualification, any cancellations will result in the loss of all monies paid. In lieu of a paid deposit, a \$200 cancellation charge will be invoiced and paid by the client.

**PAYMENT TERMS:** Receptions, Inc. terms require full payment three days prior to the function. All major credit cards are accepted as payment. Failure to comply with all terms of payment will result in loss of all monies paid and use of receptions, inc. facilities. All payments become the property of receptions, inc. upon receipt and, regardless of circumstances, are only eligible for refund 270 days (9 months) prior to the event.

**TIME RESERVED/FUNCTION TIMES:** All pricing and quotes are based on the times reserved upon booking (see reverse). Please confirm the times on the reverse side. Extensions in time will result in a \$300 per half hour charge. There will be a charge for any "day prior" or "uncustomary" set up requirements. Receptions' reserves meeting and function space based upon agreed upon time slots noted on the front of this contract.

**REARRANGEMENTS/DECORATIONS/LIMITATIONS/ROOM ASSIGNMENTS:** Confetti, glitter, rice, silly string, sand or any other type of foreign material is strictly prohibited for use in receptions' facilities. Receptions, Inc. must pre-approve any and all methods or areas for hanging or posting all type of signage or literature. Any function requiring excessive or extraordinary cleanup will be assessed a charge of no less than \$225.00. Receptions' reserves meeting and function space based upon estimated attendance-receptions, inc. reserves the right to reassign function rooms based upon final guest guarantees. "Linens are included in the price of your functions".

**LOST & FOUND AND SECURITY:** Receptions, Inc. assumes no liability and clients will hold receptions, inc. harmless and without liability for any article or equipment shipped prior to or left behind following an event. The client will conduct the event in full compliance with all local, state, and federal laws. Failure to comply will result in forfeiture of all rights.

**ALCOHOL/FOOD:** State law prohibits the carry in or carry out of any alcoholic beverage. All items consumed on premise must be purchased on premise. No alcohol will be served to any person who appears to be intoxicated. No minors will be served; proper I.D. may be requested at any time. Due to liability concerns no food may leave the premises.

**TAX/SERVICE CHARGE:** All food, beverage, room charges, service charges or any other charges are subject to local tax rates. Any organizations with tax exempt status must provide the appropriate form at least seven days prior to the function. Failure to do so will result in tax being charged. Any claims from that point forward must be addressed to the state tax department. All functions will be charged a 24% service charge plus applicable sales tax.

**PERFORMANCE:** Performance of this agreement is contingent upon the ability of receptions, inc. to complete same and is subject to acts of god, war, labor interruptions, power outages, accidents of suppliers. The signing agent and the organization/company booking this event with receptions, inc. shall indemnify to the extent as permitted by Kentucky law.

Signature of Client  
Company or Organization's Agent

Date

Printed Name

Title