

SHOWING 9/10

BOOKED

INVOICED

Contract Initiator Stacy

# The Florentine

## Event Center

### EVENT CONTRACT:

CLIENT/HOST: Rachael Burriss EVENT \_\_\_\_\_ DAY/DATE 2/4/23  
 ADDRESS with Zip code: \_\_\_\_\_  
 PHONE: 859 384 5040 CELL: \_\_\_\_\_  
 E-MAIL ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_  
 2ND HOST'S NAME Tracy Moore PHONE: \_\_\_\_\_  
 SECONDARY CONTACT: PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

TYPE OF EVENT: Cooper HS Senior Dinner Dance # OF GUESTS: 200  
 START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

### DATE RESERVATION DEPOSIT (NON-REFUNDABLE)

(If date only is being reserved at this time, then sign below to guarantee said date. Otherwise complete the remainder of the contract.)

FLORENTINE EVENTS LLC

CLIENT / HOST (Sign both sheets 1&amp;2)

By: \_\_\_\_\_ AGENT By: \_\_\_\_\_ (responsible party)

### COSTS:

ROOM ONLY ..... \$  
 PACKAGE: 200 @ 22 per person ..... \$ 5600  
 CATERER: \_\_\_\_\_ start time \_\_\_\_\_ end time \_\_\_\_\_

ALCOHOL PACKAGE: BEER & WINE @ \$12.00 per person @ 4HRS ..... \$  
 \$2 per person per hour longer ..... \$  
 Premium Beer is Extra \$1 per person ..... \$  
 Under 21 @ 4.00 PER PERSON ..... \$ 800  
 Full Bar @ \$15.00 per person: house liquor ..... \$  
 Premium Liquor @ \$17.00 per person ..... \$  
 CASH Bar Set Up \$100 ..... DJ Service ..... \$ 200

Additional Hall Hours \$200 per hour after 11:30pm ..... \$  
 SUB TOTAL ..... \$ 7200

SERVICE/ PERSONNEL FEE 20%. (Sit down serving fees may apply) ..... \$ 1440

SALES TAX FEE (6% of food) ..... Tax Exempt ..... \$

TOTAL ..... \$ 8640

Initial Deposit ..... \$ 500

Balance due ..... \$ 8140

**Terms and Conditions**

- **DOES NOT INCLUDE GRATUITY, GRATUITY IS PAID AT TIME OF SERVICE, AT THE HOST DISCRETION.**
- **50% OF TOTAL CONTRACT IS DUE 6 MONTHS PRIOR TO EVENT. MINIMUM OF \$99.00 TO BE PAID MONTHLY.** Credit / Debit cards on file MAY be charged for this minimum monthly charge, if necessary. Credit Card processing fees apply- Max 3% for less than \$5000 event.
- **TOTAL CONTRACT FEES MUST BE PAID 30 DAYS PRIOR TO EVENT.** (Maybe charged onto credit card on file). If costs are incurred by Florentine Events LLC to collect any of the sums of money due herein, then Client/ Host shall additionally be responsible for all such costs, including but not limited to reasonable attorney fees
- **ALL DEPOSITS/PAYMENTS** (both, initial and periodic) **ARE NON REFUNDABLE. CANCELLATIONS**, at any time for any event **WILL INCUR 50% OF THE ABOVE CHARGES, AT A MINIMUM, IF DEPOSITS DO NOT EXCEED SAME.** Credit / debit cards on file will be charged for any cancellation fees, if necessary.
- **ANY DAMAGES TO THE PREMISES BY THE CLIENT OR HIS/HER GUESTS WILL BE CHARGED TO THE ABOVE CLIENT AT ACTUAL COSTS PLUS 10% SUPERVISION FEE.** Credit / debit cards on file will be charged for any damages, if necessary. Any changes to contract may incur a change fee of not more than 10%.
- **Children are not allowed on stairs, 2nd floor or in Bridal Suite without strict adult supervision.**

Hosts and their respective guests agree to allow their images to be used, for advertising purposes, for the Florentine. Host agrees to indemnify the Florentine for all damages should issues arise regarding use of images in advertising. Said damages may be charged on Credit card.

**SMOKING:** The Florentine is a non-smoking facility. All smoking shall be done outdoors.

**SET UP NOTES:**

Table linen colors: \_\_\_\_\_ Top \_\_\_\_\_ Bottom \_\_\_\_\_  
Napkin color \_\_\_\_\_ Sashes \_\_\_\_\_ Centerpieces \_\_\_\_\_

**HALL OPENING NOTES/ TIME:** \_\_\_\_\_

**VENDOR INFORMATION:**

FLOWERS: \_\_\_\_\_  
DJ/ BAND: \_\_\_\_\_  
PHOTOGRAPHER: \_\_\_\_\_  
GUEST BOOK: \_\_\_\_\_  
WEDDING PLANNER: \_\_\_\_\_

MINISTER: \_\_\_\_\_  
BAKERY/ CAKE: \_\_\_\_\_  
GIFT TABLE: \_\_\_\_\_  
GIFT CARD BOX: \_\_\_\_\_

So done this \_\_\_\_\_ day of \_\_\_\_\_ 2021

FLORENTINE EVENTS LLC

CLIENT / HOST

By: \_\_\_\_\_ AGENT

By: \_\_\_\_\_

702  
PCT