



Edgewater Facility Fee Agreement and Event Contract

Date Reserved:

Type of Event:

Event Contact:

Phone Number:

Address:

Email Address:

Estimated Number of Guests at time of Booking:

Facilities Reserved:

Facility Fee:

Deposit:

Facility Fee Deposit and Final Payment

Upon booking your event date, a 50% deposit of the facility fee is required. The deposit is **non-refundable** unless we are able to secure another event of equal or greater value. Payment of the remaining balance is due at the end of your event. Final payment for your event must be made in **one payment**. If you are having an event where each guest is paying for their own meal, payment for the group must be collected and paid to Edgewater in **one payment** in the amount specified by the guaranteed final headcount. Event Contact and signatory of this contract is the responsible person for final payment. Deposits and final payments must be paid by **cash or check**. If paying by credit card, there will be a **4% service fee** added to the deposit / final payment. For event packages that have a facility fee up to a set number of guests (up to 150 guests, up to 300 guests, etc.), and the final headcount rises above the head count limit, the final head count will be pro-rated at **\$40.00 per person up to 10%** above the package headcount limit. If the headcount goes above 10% of the headcount for the package selected, the facility fee will advance to the next headcount for the same package.

Event Contact Initials & Date

Insurance, Liabilities, Damage to Property

The Event Contact is not required to purchase insurance for their event at Edgewater. Edgewater's entire estate is fully insured in the event of injuries and structural damage due to catastrophic events (fire, flooding, etc.). The event contact will be responsible for any physical damage to the property and grounds by the Event Contact or event guests, such as broken, lost, stolen, or soiled items. If the property becomes unusable due to circumstances such as fire, flooding, major structural damage, or other "acts of God," 100% of the facility fee will be returned to the event contact. If considerable property damage were to occur that results in a significant impact to the event, but still allows for the event to occur or continue, up to 50% of the facility fee may be returned to the event contact at Edgewater's sole discretion. The Event Contact should consider purchasing event insurance through an insurer of his / her choosing, to cover liability, cancellation, or other event-related losses.

Cancellations

If the Event Contact finds it necessary to cancel an event, all expenses incurred by the facility in preparation for the event become the responsibility of the Event Contact.

Prices

Prices quoted do not include the 6% Pennsylvania state sales tax or 18% gratuity charge. By Pennsylvania law sales tax is charged on all rented spaces and food served. Gratuity is added for all services (food and alcohol) provided pursuant to this agreement. Food prices are subject to change without notice in accordance with fluctuating market prices. Guaranteed prices will not be given more than 90 days prior to any event for goods sold.

Guarantee

We require a final attendance number guarantee TWO WEEKS prior to your event date so that we may make final arrangements. If no final guarantee is received, we will consider the number indicated on the original contract to be correct and a guaranteed number of guests. **The guarantee is not subject to reduction after this deadline.** If a reduction in headcount occurs less than two weeks before the event date, final invoicing will reflect the original or guarantee headcount that was given prior to the two week deadline and will not be reduced to reflect the actual headcount, as ordering for goods and supplies for the event will have already been made.

Catering Agreement

Menu selections for the event cannot be changed after the two-week guarantee. Edgewater **does not** permit the Event Contact or their guests to package and take home any leftover food that has been prepared and served by Edgewater in accordance with food safety regulations. Edgewater abides by all time and temperature regulations for food safety as governed by the Pennsylvania State Health Department. If catering services will be provided by a caterer other than Edgewater, a display or signage of who has catered the food for the event must be displayed for the event guests to observe. Outside caterers are not permitted to use Edgewater's commercial refrigerators, freezers, or commercial kitchen in accordance with health and safety regulations.

Event Vendors

All vendors (DJ, florist, photographer, etc.) participating in the event must be insured and be able to provide proof of insurance to Edgewater prior to providing services on the Edgewater property.

Conduct

All outdoor events must end by 11:00 pm. The fire pit on the rear lawn may be used after this time if noise is kept to a minimum, and attendees do not disturb Inn guests. No unruly or destructive behavior will be tolerated by the Event Contact or their guests. Any guests not abiding by these guidelines will be asked to vacate the property. While using the outside porches at night, noise must be kept to a minimum. All trash, including cigarettes, must be thrown away in designated receptacles. Any damage done to the property / facility because of behavior from event guests will be the responsibility of the Event Contact for the cost of replacement or repair, at our sole discretion. This includes any damages done to the grounds, event facility, equipment, and Inn public areas used by event guests. Damage done to Inn rooms is the responsibility of the guest reserving the room.

Alcohol

We reserve the right to ask any guest that appears to be 30 years of age or younger for identification according to Pennsylvania state law. Guests that are not able to present proper identification will not be served alcoholic beverages. Any minor (under age 21) found consuming alcohol will be asked to leave the property. Any adult (21+) found trying to deliver alcohol to a minor (under age 21) will also be asked to leave the property. You may not consume your own alcoholic beverages on Edgewater property. Individuals attempting to bring their own alcohol onto Edgewater property will be asked to dispose of the alcohol or leave the premises. Event Contact agrees to defend and indemnify Edgewater for any harm or injury that occurs as a result of alcohol consumption in violation of this rule.

Security

Edgewater is not responsible for the damage or loss of any merchandise or articles brought into the facility. Arrangements may be made for security of exhibits, merchandise, or articles set up for display prior to the planned event by contacting us prior to set up and arrival. Edgewater is not responsible for items left unattended in a public or event area.

Public Inn Areas

When using public Inn areas for event preparation (sitting areas at the end of the Inn, living room, porches), all areas must be picked up and personal items cleared before vacating the space for the event. These are public areas that are available to all Inn guests and are to be left as a usable space for other guests once vacated. Furniture is not to be rearranged in any public areas. All food and beverages must be disposed of **before** leaving the public areas. Any damages to the space or furniture resulting from event guests' actions, movement of furniture, event preparations, or due to consumption of food and beverages will be at the expense of the Event Contact.

Decorations

Decorations or displays brought into the facility by the patron must be approved prior to arrival in accordance to local fire department regulations. Banners or display items are not to be affixed to any stationary wall, floor, or ceiling with nails, staples, tape or any other substance unless approved by Edgewater management.

I have read and understand the Facility Fee Agreement and Event Contract. I understand that as the Event Contact I am responsible for all details of this contract for my event.

Event Contact Signature

Date

Edgewater Management Signature

Date

Event Contact Initials & Date