

RULES AND REGULATIONS

1. The minimum Guarantee for attendance is not subject to decrease. The Minimum Guarantee amount is the minimum number required for functions at the time of the booking (determined, for example by the season of the function), and the minimum amount that must be paid on the bill, subject to increases as explained herein. Cancellation charges shall apply to the Minimum Guarantee as stated in paragraph eleven (11) below. The final Guarantee Count must be presented to Palace Regency Hall at least ten (10) days prior to the function. Cancellation Charges shall apply to the Final Guarantee Count as stated in Paragraph eleven (11) below. 2. And to secure the payment of said amount we/I hereby authorize, irrevocably, any attorney of any Court of Record to appear for us/me in such Court, in term time or vacation, at any time hereafter and confess a judgement without process in favor of this Note for such amount as may appear to be unpaid thereon, together with costs and reasonable attorney's fees, and to waive and release all errors which may intervene in any such proceedings, and consent to immediate execution upon such judgement, hereby ratifying and confirming all that our/my said attorney may do by virtue hereof. If there are two or more signers to this note and power of attorney, the foregoing power is joint and several. 3. No liquor or any illegal items or substances may be brought to Palace Regency Hall, inside or outside premises. No food or drink items may be brought to Palace Regency Hall without prior written approval by Palace Regency Hall. No liquor furnished by Palace Regency Hall may be taken off the premises. The parties, their agents, invitees, and guests agree to hold Palace Regency Hall harmless for any damages resulting from a breach of the provision. 4. The undersigned, jointly and severally, are hereby held responsible for damages, cancellation fee, theft to furniture, Equipment, furnishings and personal property of Palace Regency Hall incurred by members of the party who attend or are connected with this function. 5. No decorating or signs may be used on the premises unless approved in writing by Palace Regency Hall. 6. Palace Regency Hall shall not be held responsible for any personal property of any type, for the undersigned, their agents, invitees, guests, etc. thereof, whether delivered by the customer or his agents, guests or otherwise, to Palace Regency Hall, and the parties agree to hold Palace Regency Hall harmless for any such problem or loss. 7. Arrangements for photographers, video recordings and similar type operations must be made with Palace Regency Hall, by said photographer, video recorder, etc. at least Two (2) weeks prior to the function. No equipment requiring electrical currents and power may be used unless prior written approval is granted by Palace Regency Hall. 8. In the event Musicians, Disc or Video Jockeys, or other such entertainment are engaged, the leader of such a group, or the person responsible for such group or individual, must contact Palace Regency Hall to be given the house rules and regulations concerning such matters, set-ups, electrical hook-ups, etc. Bands and DJ's must provide their own PA. Systems. Contact must be made with Palace Regency Hall by such persons at least Two (2) weeks prior to function. 9. All music and bars will close at the end of the function, at the Time noted on front of contract. Arrangements for overtime may be made at additional costs, but in all circumstances must be made at least one (1) hour before the time noted for closing on the reverse side, and arrangements MUST be first made with Palace Regency Hall before such arrangements with musicians, DJ's or others. The undersigned, their invitees and guests must confine their activity to the room reserved. 10. Facilities of Palace Regency Hall shall not be used for dangerous, insightful, or otherwise controversial meetings or events, and Palace Regency Hall reserves all rights to cancel any function, at any time, that actually or apparently threatens to create or cause damage, either physically or economically to Palace Regency Hall. The parties hereto agree to hold Palace Regency Hall harmless in the event of such cancellations.

11. ALL CANCELLATIONS SHALL BE SUBJECT TO THE FOLLOWING RULES AND SCHEDULES OF DAMAGES AND CHARGES FOR CANCELLATION. PALACE REGENCY RESERVE THE RIGHT TO CANCEL ANY EVENT WITHOUT ANY NOTICE.

a. Original contracts must be returned to Palace Regency Hall, and shall be kept by Palace Regency Hall. In the event of cancellation, all original signatories MUST sign the cancellation forms required by Palace Regency Hall in order to make such cancellation effective. **THERE CAN BE NO TELEPHONE CANCELLATION ACCEPTED BY PALACE REGENCY HALL.** b. In the event of cancellations, after 24 hours of the contract being signed all deposits, prepayments, or other money paid to Palace Regency Hall shall be subject to forfeiture. c. If cancellation is THREE HUNDRED AND SIXTY FIVE (365) days / 12 Months or less before the date of the function, (except as specifically stated below) the cancellation charges shall be TWENTY-FIVE (25%) percent of the MINIMUM GUARANTEE. d. If cancellation is ONE HUNDRED TWENTY (120) days / 4 months or less before the date of the function, (except as specifically stated below) the cancellation charges shall be FIFTY (50%) percent of the MINIMUM GUARANTEE. e. If cancellation is NINETY (90) days/ 3 months or less before the date of the function, the cancellation charges shall be SEVENTY-FIVE (75%) percent of the MINIMUM GUARANTEE.

f. It is specifically understood by all signatories hereto, that these cancellation fees are the joint and separable responsibility of all such parties. It is further understood that at each of the above stages (noted as cancellation-days prior to function) Palace Regency Hall performs numerous functions, omits from performing other functions and jobs and legally obligates itself to third parties as a result of this proposed function. Such amounts are difficult or impossible to determine or evaluate in terms of money damages, and as such the parties hereto agree that such cancellation charges shall be considered liquidated damages for the performance of such acts, omissions and obligations. **g. If additional payment requested is not received by specified date, the management reserves the right to cancel the engagement date with notice at the last known address or phone number of customer no later than SEVEN (7) DAYS OF SPECIFIED DATE STATED ON FRONT OF CONTRACT.** 12.

Parking: Palace Regency Hall will not be held responsible for any theft or damage incurred in or around the parking area and the parties agree to hold Banquets harmless for any such occurrence. 13. Being located in Berwyn, Palace Regency Hall must comply with the City liquor Ordinances. No One Under The Age Of 21 Years will Be Served Any Alcoholic Beverages, (Beer, Wine or Liquor). 14. If for reasons beyond our control, the room you reserved becomes unavailable, Palace Regency Hall has the right to refund the deposits to you and cancel the affair without penalties. 15. Palace Regency Hall reserves the right to cancel any function at any time, if any of the above stated rules, regulations or requirements are violated or refused to be complied with by the customers, their agents, invitees, guests, etc. Said cancellation will be done by the giving of written notice to all parties listed on the reverse side at the addresses listed by them, wherever reasonably possible or whenever time permits. All parties hereto agree to hold Palace Regency Hall harmless in the event of such cancellation.

NO CONFETTI, GLITTER, items WITH GLITTER or Candles without wax catching containers will be allowed on premises. NO tapping on walls or other surfaces inside or outside premises. NO altering centerpieces provided from the Banquet Hall. Menus and Cake orders will be decided NO LATER than two(2) weeks prior to the event. \$300.00 to \$500.00 fee will be implemented for the use of above mentioned. Any furniture or material from outside (Must be picked up the same day at the end of the event)

NO DEPOSITS REFUNDED ON CANCELLED DATES / NO SMOKE IS ALLOWED IN THE BUILDING NO EXCEPTIONS.