



Event Contract

Date of Event: _____

Type of Event: _____

Contact Information:

Name: _____ Name: _____

Address: _____ Address: _____

Phone Number: _____ Phone Number: _____

Cell Number: _____ Cell Number: _____

Email: _____ Email: _____

Estimated Guest Count: _____

Main Hall _____ River Room _____

Deposit of \$500.00 Main Hall or \$250.00 River Room

Received _____ via Check# _____ Cash _____ or Credit Card _____

Name and Address of Party Making Deposit:

Booking

- *Deposits of \$500.00 for the Main Hall and \$250.00 for the River Room are required for all Friday and Saturday night bookings. The deposited amount will be deducted from the final bill. This deposit is non-refundable, only if the reserved area is not rebooked by a group of the same size. Cash, credit card, or personal checks are acceptable forms of payment for deposits. In addition, 6 weeks prior to your reception an additional \$1000.00 will be secured via credit card and charged if you cancel the date within the six weeks prior to your reception.*
- *We require a 250 adult minimum for all Saturday night bookings in the Main Hall. You will be charged for 250 adults for all Saturday night bookings in the Main Hall April-October. We require a 425 adult minimum for all Saturday bookings for the Hall and River Room, if you request use of both rooms.*
- *Payment is due at the end of your event. Cash, credit card, business or personal checks are acceptable forms of payment.*
- *Prices listed do not include 18% service charge and applicable sales tax.*
- *Prices listed include table linen along with linen napkins. You may color-match napkins to that of your event based on availability from our supplier. Color samples can be viewed at Millhome Supper Club.*
- *We do not allow tape to be used on any walls or woodwork. Confetti and glitter is not permitted. (If Confetti is used \$50.00 Clean up fee will be charged.)*
- *There is no room rental fee as long as food is ordered for your event.*
- *An estimated guest count is required 2 weeks prior to your event, with a final due 1 week prior.*
- *We will charge for the count given 1 week prior to the event (within 5 percent) or the number of guests served, whichever is greater.*
- *All decorations, centerpieces, etc must be removed from the hall the night of your event.*
- *Any carry-in alcohol containers will be disposed of by our staff. There are no exceptions to this rule, which also includes any alcohol being consumed on Millhome Supper Club grounds that was not purchased at Millhome Supper Club.*
- *Hosted beer and soda may start following your dinner. It is not offered prior to dinner unless a package is ordered.*
- *The room that has been reserved for your event will be ready at 9 a.m. the day of your event. At this time you may bring in your own decorations, centerpieces, etc. Room setup of your own decorations is also available for a small fee. Consult with the event coordinator for pricing and questions.*
- *We feature on-site weddings here at Millhome Supper Club. Choose either an outdoor Riverfront ceremony for \$250.00 plus a chair setup fee.*

6 Week Wedding Planning Meeting

We like to meet six weeks prior to your wedding to begin to finalize the menu, estimated guest counts, etc. Here is some of the information we will request from you.

- Menu Choices: Plated,
- Family or Buffet Style
- Estimated Guest Count
- Guest Time of Arrival
- Time of Dinner Service
- Champagne Fountain or Toast
- Appetizers prior to dinner or during the dance

- Pizza delivery during the dance from Parker Johns
- Decorating service
- Hosted Beer and Soda, or Hosted Bar and Times
- Hosted Beer Flavors
- Linen Table Cloth Color
- Linen Napkin Colors
- Linen Napkin Fold
- How many guests on the head table
- How many family tables are to be reserved
- Table arrangements (squares or rows)
- DJ/Band location

****A secured credit card authorization of \$1000.00 is due at this time. This amount will be charged to the account if the date is cancelled within this six week time period. Nothing will be charged to this card unless the date is cancelled.***

Credit Card Type _____ # _____ Ex. ___ / _____

Cardholder Name: _____

Cardholder Signature: _____

Telephone _____

I have read and understand all of the policies of Millhome Supper Club stated in this contract. I understand that in the event my wedding is cancelled my deposit is non-refundable. I also understand that following our six week meeting all deposits and credit authorizations are non-refundable. Millhome Supper Club guarantees pricing for each calendar year. Pricing that comes out January 1st of the calendar year of the wedding is pricing for the full year. Please read all policies and regulations thoroughly prior to signing this contract.

Bride _____ Date _____ / _____ / _____

Groom _____ Date _____ / _____ / _____

Coordinator _____ Date _____ / _____ / _____

Final Count 2 Days Prior _____ (We will charge for this amount within 5%) Plated dinners we charge for the amount confirmed.