



EVENT CONTRACT

Date: October 15, 2018 **Company Name:** Perris High School

Event Contact: Jose Rodriguez **Contact Number:** (951)657-2171 **Fax:**

Email: jose.rodriguez@puhsd.org **Address:** 175 E. Nuevo Road, Perris CA 92571

Event Name: Prom 2019 **Event Date & Time:** April 27, 2019 / 6:00PM-11:00PM

Per Person Cost: \$83.50, minimum 400 **Deposit:** \$5,500 due by 11/21/18

Balance Due: \$27,900.00 by 04/22/19 **Payment for additions Due:** 04/24/19

**The balance due is the full amount minus the deposits. The amount will change if guest count increases and/or additional activities/vendors are added.*

Event Details:

- Five hours use of the Miramar Ballroom, Salon De Reyes, and Jardin at Hotel Maya (Separate entrance from hotel guests)
- Dinner and dessert menu set-up buffet style (China and Flatware)
- Unlimited pink lemonade and water (coffee for chaperones)
- DJ with intelligent lighting and upgraded sound system (2 Duel Two-Way Top Speakers, 2 Subwoofers, 4 Intelligent Moving Lights on Lit Truss Pillars)
- Uplights in Salon De Reyes
- In-house dance floor and riser for DJ
- Heaters for outdoor area
- Bistro lights outside of Miramar Ballroom
- Partial Seating for 280 using all spaces on 1st and 2nd level (in-house tables, chairs, and linens included)
- Event coordination and on-site event staff for all items provided by PDSE
- General Liability Insurance
- Security team (to include pat downs and purse checks)
- Complimentary chaperones (3 per 100 guests) - Additional chaperones may be added at a discounted rate.
- Complimentary Self-Parking for Cars (Buses and Limos must park off-site)

Perris High School is on a 2-year Agreement with PD Special Events for Prom 2018 and Prom 2019 and received \$1 off this event (discount applied), a complimentary DJ for up to 4 hours per school year, and complimentary centerpieces (rentals) per school year.

Your deposit of \$5,500.00 is due by 11/21/18. The balance of your event based on the minimum guarantee will be due on 04/22/19. Any additional guests or items ordered will be added to the balance. Payment for any additional guests or items is due 3 days prior to your event date. Any additional staff or vendors brought by the Client may be subject to additional charges. A final count will be due 7 days prior to the event date. Your minimum must be met in order to receive the contracted pricing.

Cancellation policy: Full minimum guarantee due if cancelled within 12 months of event date. No portion of any payment is refundable. Please make checks payable to PD Special Events.

This agreement is signed and thereby accepted on _____ (date).

By: _____ Title: _____