



EVENT CONTRACT

Date: September 12, 2022 Company Name: Perris High School

Event Contact: Angelica Osuna Contact Number: (951)657-2171 Fax:

Email: angelica.osuna@puhsd.org Address: 175 E. Nuevo Road, Perris CA 92571

Event Name: Prom 2023 Event Date & Time: May 6, 2023 / 6:00PM-11:00PM

Per Person Cost: \$88.00, Minimum 400 (Includes \$1pp with MYA) Capacity: 500 (Limited Seating)

Deposit: \$6,000.00 Deposit Due: 9/22/22 Balance*: \$29,200.00 Balance Due: 4/28/23

Payment for Additions Due: 5/5/23

**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 Los Coyotes Country Club – 8888 Los Coyotes Drive, Buena Park CA 90621
- Dinner and Desserts Menu Set-up Buffet Style (Acrylic Service Ware)
- Lemonade and Water (Coffee for Chaperones)
- DJ with Intelligent Lighting and Upgraded Sound System
- Uplights for Main Ballroom
- Use of existing dance floor, max 18'x24' (Larger dance floor available at additional cost)
- Partial Seating for 280 using indoor and outdoor space – Tables, Chairs and Linens Included
- \$500 Enhancement Budget
- Complimentary Parking
- Event Coordination and On-site Event Staff for All Items Provided by PDSE
- General Liability Insurance
- Security Guards for Searches and Exits (pocket checks for males/purse checks for females)
- Complimentary Chaperone (3 per 100 Paid Guests) – Additional Chaperones May Be Added at a Discounted Rate.

2nd Year of Multi-Year Agreement includes \$1 off this event, a complimentary DJ for up to 4 hours per school year, and complimentary centerpieces (rentals) per school year.

Your deposit is \$6,000.00 due by 9/22/22. The balance of your event based on the minimum guarantee will be due on 4/28/23. 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.

Force majeure (unforeseen events) for Heritage Museum of OC venue only: In the event that either party is prevented from performing or is unable to perform any of its obligations under this contract (other than a payment obligation) due to any act of God, natural catastrophe, disaster, fire, flood, earthquake, unusually severe storm or weather condition, casualty, interruption or failure of public utilities, interruption or unavailability of goods or services, governmental or military act/rule/regulation/directive/law, war, terrorism, strike and labor dispute, lockout, epidemic, pandemic, public health crisis, national emergency/state of emergency/global



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emergency, quarantine, riot, insurrection, or any other cause beyond the reasonable control of the party invoking this provision (collectively, a "Force Majeure Event"), such party shall give no later than 7 days written notice of the Force Majeure Event in question to the other party along with the sufficient evidence of the Force Majeure Event and use reasonable efforts to mitigate the effect of the Force Majeure Event upon such party's performance and obligations under this Contract, such party's performance shall be excused, and the time for performance shall be extended for the period of delay or inability to perform due to such Force Majeure Event. The parties shall mutually seek a fair and good faith resolution of the delay to perform and rescheduling of the Event Date within (12) months in order to have the original price honored and have priority for event dates. Client may also request a full refund with the understanding that if they rebook at a later date, the original price and available dates may not be available. A Force Majeure Event does not relieve a client from liability for an obligation which arose before the Force Majeure Event, nor does the Force Majeure Event affect the obligation to pay money in a timely manner which matured prior the Force Majeure Event. All DEPOSITS and other monies paid to PD Special Events, the venue and its vendors pursuant to this contract shall remain non-refundable.

This agreement is signed and thereby accepted on _____.

By: _____ Signature: _____ Title: _____



Perris High School Prom 2023 Menu

Italian Dinner Buffet Menu

Classic Caesar Salad with Parmesan Cheese and Croutons
Garlic Bread
Chicken Parmesan
Pasta Primavera with Alfredo Cream Sauce
Roasted Seasonal Vegetables

Desserts

Assorted Cookies: Macadamia White Chocolate Chip, Oatmeal, Chocolate Chip
Assorted Dessert Bars: Caramel Turtle, Lemon, Dark Chocolate Chunk, Raspberry White
Chocolate

Beverages

Lemonade
Water
Coffee (for chaperones)

*Please Note: Menus are served buffet-style and are not "all you can eat". Stations will be open based on consumption.
Venue reserves the right to change any items not available due to unforeseen circumstances.*

Approved by (signature):



Security Policy

In order to help ensure the safety of all attendees and to protect the facility of any vandalism, PD Special Events has put in place a security policy for the students and staff to follow. Mandatory searches for students and their guests will be done prior to entering the event. It will be a pocket checks for the males and purse checks for the females. PD Special Events will provide a security team to assist with this process. Please let the students know of this procedure prior to the event.

The list of items will be confiscated and will include, but are not limited to:

- | | | |
|--------------------------------------|----------------------|-------------------------------|
| Alcohol | Lighters/Matches | Tobacco Products/E-Cigarette |
| Markers, Pens, Pencils | Selfie-sticks | Any Illegal Substance |
| Gum | Water Bottles/Flasks | Open Candy or Mint Containers |
| Any liquid including perfume/cologne | | |

Anything that can be used as a weapon (ie: wallet chains, sharp objects, certain keychains)

**Occasionally, the venue may request that we add certain items on the list. We will inform you of any revision to the list. The school may also add to the list as needed.

We are relying on the cooperation of the school administration and chaperones to ensure that all students and guests abide by the security policy. Any student determined to be acting unruly or under the influence of alcohol or any illegal substance will not be allowed to enter the event or will be asked to leave the event.

Our security will be posted at all exit points. Chaperones should be assigned to ROAM the following areas:

- | | | |
|--------------------|---------------|--------------------------|
| *Dance Floor/Stage | *Dining Areas | *Photography |
| *Activity Areas | *Restrooms | *Romantic/less lit areas |

At the conclusion of the event, it is the school’s responsibility to stay until all students have left the premises. Students should not be left at the venue without a school representative present.

The venue does not allow armed personnel (security or school police). Drug sniffing dogs and breathalyzer tests are subject to venue approval. **Please inform us upon contracting if your school requires this so we can address it prior to confirming the event.**

Please have the Principal and/or Administrator In Charge of Discipline sign below acknowledging they are aware of this policy.

School Name: _____ Main Contact Signature: _____

Principal Name: _____ Signature: _____

Admin. Name: _____ Signature: _____