



Event Contract

Date: October 3, 2017

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 2018

Event Date & Time: Saturday, May 5, 2018 6:00PM-11:00PM

Per Person Cost: \$83.50, minimum 400

Deposit: \$10,000: 1st payment of \$5,000 due on 10/19/17;
2nd payment of \$5,000 due on 01/19/18

Balance Due: \$23,400.00 on 04/18/18*

Payment for additions Due: 05/01/18

**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 Wilson Creek Winery & Vineyards – 35960 Rancho California Road, Temecula CA
 - Barrel Room is not included – Venue has the right to book another party (no shared space with your event, different entrance)
- Dinner Menu Set-up Buffet Style (Acrylic Service Ware)
- Unlimited Lemonade or Iced Tea, and Water (Coffee for chaperones) - add sodas for \$3pp
- DJ with Upgraded Sound System and Intelligent Lighting including Moving Lights on Lit Truss Pillars
- Uplights for the Main Ballroom
- Use of Existing Dance Floor (may be extended for additional cost)
- Use of In-house Tables, Chairs, and Linens – Partial Seating (300) using indoor and outdoor spaces
- Use of In-house High-top tables and Barrels
- Necessary Rentals for the Event (ie. pole lights, stanchions, etc.)
- Event Coordination and On-site Event Staff to manage your event (all items provided by PDSE)
- General Liability Insurance
- Security team (includes pat downs and purse checks)
- Complimentary parking
- Complimentary chaperones (3 per 100 paid guests)

As a first-time client, PDSE will provide these complimentary items for this event:

- (4) Dance boxes
- Credit for school's hired photo-booth (\$300)
- Coat Check Equipment (to be staffed by school)

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

Name: _____

Signature: _____

Your deposit is \$10,000: 1st deposit of \$5,000.00 is due on 10/19/17. Your second deposit of \$5,000.00 is due on 01/19/18. The balance of your event based on the minimum guarantee will be due on 04/18/18. 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: _____



Perris High School

Prom 2018 – Wilson Creek

Dinner Buffet

(Buffet table decorations are included with all packages)

Salad – Iceberg, romaine salad with mozzarella, red onion, roasted red peppers, olives & Italian dressing

Entrees and Sides:

Grilled Chicken Parmesan

Penne Alfredo

Garlic Butter Boccolini

Desserts

Cakes, cookies, and brownies

Beverages

Lemonade or Iced Tea

Iced Water

Coffee for Chaperones

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 light pat down 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.

All confiscated items will be given to the Point of Contact for the evening. The list of items that will be confiscated 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: _____