



WEDGEWOOD
W E D D I N G S

CONTRACT
Wedgewood Weddings Menifee
Lakes
Last Revised: 3/30/2020 (12:48 pm)

Client/Organization Perris Union High School District	Event Date 5/22/2021 (Sat)	Booking Contact Perris Union High Sc	Site Contact Jane Scibilia	Event # E10150
Address 155 East Fourth St., Perris, CA 92570		Telephone (951) 943-6369x81113	Site Tel (951) 443-2731	Act Guests 150
Party Name RESCH California Military Institu	Theme Formal/Prom	Email helen.stimach@puhsd.org	Sales Rep Gina Castillo	

BANQUET

Description	Banquet Room	Type	Arrival	Start	Serving	End	Departure
Dinner Buffet	MBR		NA	5:00 pm	NA	10:00 pm	NA

FOOD & SERVICE

Food/Service Items	Price	Qty	Total
Minimum of \$8,000 to be spent before tax & service charge			
Buffet Meal: (Fri-Sun Evening)	34.95	150	5,242.50
Saturday Evening Premium (Mar-Jun & Sep-Nov)	15.00	150	2,250.00
Security Fee (Required for All Events)	250.00	1	250.00
Labor Charge for less than 20 people	400.00		
Labor Charge for less than 30 people	200.00		
Fresh Baked Bread and Butter			
Eight Assorted Salads			
Seasonal Vegetables			
Garlic Mashed Potatoes			
Panko Parmesan Crusted Chicken with Sherry Cream			
Carved Roast Beef Au Jus with Creamed Horseradish			
-----DESSERT-----			
Freshly Baked Cookies	1.50	150	225.00

-----BEVERAGES-----

Hot Coffee/Tea Beverage Station (Self Serving)
Water on all Tables

ADD: Lemonade	50.00	1	50.00
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-----BAR-----

No Bar

Use of facility for four hours

All banquet and bar staff, tables and chairs, china and glassware, standard table linens,

set-up, and breakdown is included in the per person price

-----RECEPTION ADD-ON'S-----

ADD: Additional Hour no DJ (does not include bar service)	300.00	1	300.00
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ADD: Lantern Centerpieces with Candles	1.50		
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Comments

GENERAL EVENT

- 3:00 Client Vendors Arrive (DJ & Photobooth Vendors)**
- 4:00 Client Arrival**
- 5:00 Guest Arrival**
- 7:00 Dinner | Buffet**
- 8:30 Cookies to be placed**
- 9:00 Announcement of Court**

***** BAR SPECIFICS *****

Bar: **None**

***** SET UP *****

TABLE SETUP

Guest Tables: **15 Rounds of 10**
 Seating: **Open Seating w/ 2 Tables Reserved for Chaperones**
 Table #'s Metal Stands on Tables: **WW Provided Reserve signs**
 Florist: **Client Provided**
 Centerpieces: WW Lanterns (WW to keep vases on premises)
 Favors Placed at Each Place Setting (Description): **None**
 Misc:

LINENS

Linen Color /Size : **WW Black & Ivory (Alternate) | 85"**
 Overlay/ Runner: None
 Napkin Color/Fold: **WW Black & Ivory (Alternating on tables, opposite of table linens) | Pocket Fold**
 Chairs: **Standard Banquet Chairs**

CAKE TABLE

WW Provided Fresh Cookies

ACCENT TABLES: See Floor Plan for Location

Sign-In Table: **Yes - 4 chairs**

Cherish Memories Photobooth: 5 pm to 10 pm

WW provided Table for props

Bookcase: **Photos & School Memorabilia**

Dessert | Candy (gum is not allowed) | Popcorn Buffet, Chocolate Fountain, Smore's Bar

VENDORS: REMEMBER TO GET VENDOR MEALS AT FINAL MTG (DELETE THIS LINE ONCE RCVD)

DJ/MC: **SOS Entertainment** Arrival: **3:00PM** Contact #:

Photobooth: **Cherish Memories** Arrival: **3:00PM** Contact #:

BANQUET CAPTAIN'S MAIN CONTACT: Jane Scibilia (760) 419-9425

PERSONAL BELONGINGS COLLECTOR:

Hooray for an A!!!

As valued clients, your feedback is essential to our success! At the conclusion of your event you will receive an electronic comment card. We ask you to please take a moment to fill it out completely. We strive for A's in every category and we reward our team members for each A and special name mentions received. Your time is greatly appreciated and we thank you for the allowing Wedgewood Menifee Lakes to host your special event!!

Details: GC Date: 3/13 Reminders:

Final: Date: Reminders:

Subtotal	8,317.50	Paid	2,684.18
Serv Chg (22%)	1,829.85	Balance	8,351.06
Tax (8.75%)	887.89	Next Deposit	0.00
Total Value	11,035.24	Due Date	

PAYMENTS MADE

Payment	Date	Method	Approval	Card Number	Check #	Check Date
2,684.18	3/30/2020	Transfer From			0	

Perris Union High School and Jane Scibilia, together henceforth referred to as "Clients" , hereby agree to the following terms concerning the Formal/Prom taking place on Saturday, May 22, 2021.

Payments

Clients' use of the event center's facilities and related services space will be confirmed by this signed contract and paid Space Reservation Fee equivalent to 25% of the total estimated charges at the time of booking. This will secure for Clients the date, time, and space chosen, as well as the minimum subtotal required by Wedgewood Weddings Menifee Lakes. All payments made will be credited to the final balance of the event.

An additional payment that will bring the client's balance to at least 50% paid will be due 180 days in advance of the event date. These payments may be made in the form of credit card, personal check, cashier's check, or money order. Cash payments will not be accepted at any time . Payments made by check must be payable to *Wedgewood Weddings®*.

All charges are an approximation, and may change with any client requested adjustments to the services and guest count until 10 days prior to the event date – at which point the minimum guaranteed attendance and

final payment are due. Neither personal checks nor cash will be accepted for final payments. After final payment is received, contracted services will be procured; therefore, the minimum guaranteed attendance may not be reduced.

Should the guest count increase within the final 10 days before the event, that number will become the new guaranteed count. Any guest count increase made after the 10 -day-out final payment must be confirmed in writing and accompanied by full payment of any additional costs. If the day -of attendance exceeds the guaranteed guest count, Clients will be charged 1.5 times the per person price for each additional guest. No refunds will be provided in the event that actual attendance falls below the final guaranteed count.

Client Initial _____

Cancellation Policy

Space Reservation Fees and all payments made are non -refundable if the event is canceled, and non -transferable to a new date. Should Clients propose to change the event date, it shall constitute a cancellation of the existing contract.

Clients agree to the no refund/no date transfer policy set forth above and acknowledge that the payment amounts scheduled above accurately describe the damages Wedgewood Weddings Menifee Lakes will incur in the event of any breach or cancellation by Clients. If the event is canceled within 60 days of the event, the full remaining balance of all estimated charges will be due to Wedgewood Weddings.

Wedding insurance can help protect you against circumstances beyond your control. Wedgewood Weddings Menifee Lakes recommends the purchase of additional wedding insurance through a 3rd party provider.

Client Initial _____

Terms & Conditions

All contracted services including, but not limited to food and beverage services, are subject to automatic service charge and applicable sales taxes. The service charge is not a tip or gratuity. Gratuities are not included and are voluntary.

Due to liability, no food or beverage shall be removed from the premise. Clients agree to abide by all regulations applicable to the lawful distribution and responsible service of alcoholic beverages. Wedgewood Weddings Menifee Lakes is not responsible for lost or stolen items of any event attendees and/or outside vendors.

In the event either party brings an action to enforce or interpret any provision of this agreement, in addition to any other relief, the prevailing party shall be entitled to recover actual attorney's fees and costs therein.

Client/Representative Signature: _____ Date: _____

Client/Representative Print: _____

Client/Representative Signature: _____ Date: _____

Client/Representative Print: _____

Sales Representative Signature: _____ Date: _____

Sales Representative Print: _____