



EVENT CONTRACT

Date: May 20, 2019 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 2020 Event Date: Sat, April 25, 2020 Event Time: 6:00PM-11:00PM
 Per Person Cost: \$86.00, minimum 400 (save \$1 with Multi-year) Deposit: \$5,000.00 due by 08/30/19
 Balance Due: \$29,400.00 due by 04/17/20 Payment for additions Due: 04/22/20

**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 Old Ranch Country Club – all Salons (ballrooms) and Pavilion
- Dinner Menu set-up buffet style (Acrylic Service Ware)
- Unlimited sodas and water
- Coffee for chaperones
- DJ with upgraded lighting and upgraded sound package
- Stage for DJ
- Uplights for main ballroom
- In-house dance floor (24x24)
- Use of in-house heaters
- Seating for 280 – tables, chairs and in-house linens
- \$300 Enhancement budget (to be used at your discretion)
- Coat check equipment (to be staffed by school)
- Event coordination and on-site event staff for all items provided by PDSE
- Licensed and bonded security team (including pat downs and purse checks)
- Complimentary parking
- General Liability Insurance
- Complimentary Chaperones – 3 per 100 guests (additional chaperones at discounted rate)

Sign a 2-year Agreement with PD Special Events for Prom 2020 and Prom 2021 and receive \$1 off this event, a complimentary DJ for up to 4 hours per school year, and complimentary centerpieces (rentals) per school year.

Name: _____ Signature: _____

Your deposit is \$5,000.00 due by 8/30/19. The balance of your event based on the minimum guarantee will be due on 04/17/20. 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 _____.

By: _____ Title: _____