



**La Salle Reception Center
at Notre Dame Church**

Function Agreement

Name: _____

Customer/Contact Person: _____

Address: _____

Phone (Day) _____ (Evening) _____ (Cell) _____

Date: _____ Time: _____

Hall Reserved: _____ Contracted Fee: _____

Agreement

1. A non-refundable deposit of \$300.00 is required to reserve the date and must accompany this agreement. All deposits received will be applied to the final statement.
2. Prices are guaranteed as of the date the initial deposit is received, if within twelve months of the event. Events booked over one year in advance are guaranteed to increase no more than 10% of the initial contract price.
3. Payment in full is due to **La Salle** Reception Center **two weeks prior** to the event. The only acceptable form of final payment is certified bank check, money order or cash.
4. Customer acknowledges receipt of the Terms of Agreement, Cancellation Policy, Alcohol Policy, and General Procedures documents and agrees to abide by them.
5. **La Salle** Reception Center will not be held responsible for any customer-supplied items prior to, during, or after the event. Customer agrees to be held responsible for any and all damages caused by their own vendors and guests.
6. **La Salle** Reception Center is not responsible for vendors' and guests' items lost or stolen from the facility.
7. Customer, with full understanding of the content and legal effect of this release, hereby releases and discharges and covenants not to sue, **La Salle** and its officers, directors, agents, employees, and affiliates and their respective successors and assigns, from and with respect to any and all claims and all causes of action of any kind, known or unknown, which customer may have arising in whole or part from the customer's use of **La Salle** Reception Center facilities or properties.

Customer Signature: _____

Amount Paid _____ Date _____

Please sign and return one copy with deposit.

PLEASE MAKE ALL CHECKS PAYABLE TO: BLESSED JOHN PAUL II PARISH

Mail to: Margaret M. Farrand, 19 Winter Street, Southbridge, MA 01550