

## ***Terms of Agreement***

A non-refundable deposit of \$500.00 is required to reserve the date and must accompany this agreement. All deposits received will be applied to the final invoice.

Six months prior to the event an additional \$500.00 non-refundable deposit is due.

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.

Final 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. Purchase orders are accepted at the discretion of the management.

A bar set-up fee of \$100 will be charged at the time the final payment is required.

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.

La Salle Reception Center is not responsible for customers', vendors' and guests' items lost or stolen from the facility.

Customer, with full understanding of the content and legal effect of this release, hereby releases, discharges and covenants not to sue La Salle Reception Center, its officers, directors, agents, employees, and affiliates, and their respective successors and assigns, 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 in part from the customer's use of La Salle facilities or properties.

### ***Cancellation Policy***

All cancellation notices must be in writing, must state the date of the function, and must be signed by the person whose name appears on the initial contract. Such notice will be effective on the date it is received by La Salle Reception Center management. As previously noted, deposits are non-refundable.

Initial: \_\_\_\_\_

Date: \_\_\_\_\_