

# SUMMIT VIEW BANQUET & MEETING HOUSE HALL CONTRACT

555 Northampton Street

Holyoke, MA 01040

(413) 538-7431 (phone), (413) 538-7354 (fax#)

I/We agree to rent the Summit View & Meeting House for a period commencing on \_\_\_\_\_  
for the purpose of \_\_\_\_\_

(Month/Day/Year)

(Function)

- 1) To rent the banquet hall a **non-refundable** deposit of \$450.00 must be made by money order, bank check or credit card. This deposit includes a \$100.00 hall rental/linen charge, which will be added to the final bill. Any additional hour beyond agreed time frame, is \$100 – per hour more. Because our costs might increase, especially if you book your event many months in advance, we guarantee all of our pricing for sixty (60) calendar days before your event. Should market costs, in fact, increase for food expense, labor and/or other items, Summit View reserves the right to increase your price in order to meet our increased costs. Any “estimate” is subject to change; prices are non-binding.
- 2) To rent the Summit View Pavilion, a non-refundable deposit of \$450.00 must be made by money order, credit card or bank check. This deposit includes a \$100.00 rental fee for the pavilion. Linen is an extra cost.
- 3) Final payment must be received 7 days before your event. Up until the day before your event you may increase the number of people in your party – NO Decreases will be accepted. Final payment must be paid by **credit card or bank check/money order**. Any event with a balance over \$1,000 requires a **bank check only**. All “Tax Exempt” organizations must provide a copy of their ST-2 & ST-5 prior to the event.
- 4) Cancellation policy – If your party has to cancel for ANY reason, written notification must be received at least 30 days prior to your event. An additional \$200.00 cancellation charge will be assessed if written notice is received less than 30 days prior to your event.
- 5) No alcoholic beverages may be brought onto Summit View facility or parking area – Strictly Prohibited. The Summit View Banquet Hall is a non-smoking facility. Smoking is strictly prohibited inside the hall, however, smoking is allowed at designated outdoor areas.
- 6) No desserts or food items can be brought into banquet hall or pavilion; exception – Wedding cakes by preferred vendors (such as Gregory’s, Cerrato’s, Florentino’s). A .75 per person cake cutting fee will be applied to all desserts brought on premises.
- 7) **NO CONFETTI**, No Piñatas, No glue, nails, thumb tacks, staples or tape allowed to hang pictures, signs or decorations. Vinyl or Mylar balloons only – **NO LATEX. Candles must be enclosed – NO OPEN FLAME**. If any Summit View centerpieces are missing at the conclusion of the event, a \$25.00 charge will be added to the final bill. Summit View is not responsible for any injuries caused during any recreational activity/dancing, etc. The Summit View is not responsible for damaged or stolen items.
- 8) Bar Policy – a minimum of \$300.00 bar. If the minimum is not reached, a \$75.00 bartending fee will be charged or the balance of the bar tab which equals \$300.00. (i.e. \$250.00 bar tab will owe \$50.00) Kegs, open bar, bottles of wine, fountains, and running tab are applied to minimum. Every event will be charged a \$75 fee. When the \$300 fee is reached, the charge will be waived. Funeral events are exempt.
- 9) Cancellation due to inclement weather – party will be charged in full with the ability to re-book at the next available date at the Summit View.
- 10) Wedding ceremonies held on premises will be charged an additional \$75.00. If held outdoors in Grove, we are not responsible for landscaping/flowers or any special arrangements.
- 11) To rent the banquet hall during the weekdays for business meetings, etc. the minimum food bill without house charge and tax must reach \$400.00. We can accommodate groups of 10 people and up.
- 12) Jack & Jill events are **THE ONLY PARTIES GIVEN THE JACK & JILL MENU!** A printed event ticket must be given to us prior to the event to honor the prices. This policy is **STRICTLY ENFORCED**.
- 13) There is a 19% house charge on all events at Summit View – This charge covers all cooks & servers wages for your event. **Tipping is optional.**
- 14) **\*Renter of facility must initial next to each item of this contract indicating a total understanding of items 1-13 of this contract.**

## Down Payment to secure specified date (\$450.00)

Money order# \_\_\_\_\_ Bank Check# \_\_\_\_\_ Credit Card # \_\_\_\_\_

Summit View Representative: \_\_\_\_\_ Phone#: 413-538-7431 Date: \_\_\_\_\_

\*Renter Signature: \_\_\_\_\_ Phone#: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_