



**Edgewater Facility Fee Agreement and Event Contract**

Date Reserved:

Type of Event:

Event Contact:

Phone Number:

Address:

Email Address:

Estimated Number of Guests at time of Booking:

Facilities Reserved:

Facility Fee:

Deposit:

**Facility Fee Deposit and Final Payment**

Upon booking your event date, a 50% deposit of the facility fee is required (100% facility fee deposit for the dining room). The deposit is **non-refundable** unless we are able to secure another event of equal value. Payment of the remaining balance is due at the end of your event. Final payment for your event must be made in **one payment**. If you are having an event where each guest is paying for their own meal, payment for the group must be collected and paid to Edgewater in **one payment** in the amount specified by the guaranteed final headcount. Event contact and signatory of this contract is the responsible person for final payment. Deposits and final payments must be paid by **cash or check**. If paying by credit card, there will be a **4% service fee** added to the deposit / final payment.

## **Insurance, Liabilities, Damage to Property**

The event contact is not required to purchase insurance for their event at Edgewater. Edgewater's entire estate is fully insured in the event of injuries and structural damage due to catastrophic events (fire, flooding, ect). The event contact will be responsible for any physical damage to the property and grounds as the result of the event or event guests such as broken, lost, stolen, or soiled items. If the property were to become unusable due to circumstances such as fire, flooding, major structural damage, or other "acts of God", 100% of the facility fee will be returned to the event contact. If considerable property damage or other major property failures were to occur that results in a significant impact to the event, but still allows for the event to occur / continue, 50% of the facility fee will be returned to the event contact.

## **Cancellations**

If a group finds it necessary to cancel a function, all expenses incurred by the facility in preparation for the function become the responsibility of the patron.

## **Prices**

Prices quoted do not include the 6% Pennsylvania state sales tax or 18% gratuity charge. By Pennsylvania law sales tax is charged on all rented spaces and food served. Gratuity is added for all services (food and alcohol). Food prices are subject to change without notice in accordance with fluctuating market prices. Guaranteed prices will not be given more than 90 days prior to any function for goods sold.

## **Guarantee**

We ask that you give us a final attendance number guarantee TWO WEEKS prior to your function date so that we may make final arrangements. If no final guarantee is received, we will consider the number indicated on the original contract to be correct and a guaranteed number of guests. The guarantee is not subject to reduction after this deadline. If a reduction in headcount occurs less than two weeks before the event date, final invoicing will reflect the original headcount that was given prior to the two week guarantee and will not be reduced to reflect the current headcount as ordering for goods and supplies for the event have already been made.

## **Conduct**

We ask that all events end by 11:00pm for outdoor events. The fire pit on the rear lawn may be used after this time as long as noise is kept to a minimum as to not disturb Inn guests. No unruly or destructive behavior will be tolerated by event contacts or their guests. Any guests not abiding by these guidelines will be asked to vacate the property. While using the outside porches at night, we ask that noise is kept to a minimum. All trash, including cigarettes, must be thrown away in designated receptacles. Any damage

done to the property / facility as a result of behavior from event guests will be the responsibility of the event contact for replacement or repair. This includes any damages done to the grounds, event facility, equipment, and Inn public areas used by event guests. Damage done to Inn rooms are the responsibility of the guest reserving the room.

### **Alcohol**

We reserve the right to ask any guest that appears to be 30 years of age or younger for identification according to Pennsylvania state law. Guests that are not able to present proper identification will not be served alcoholic beverages. Any minor found consuming alcohol will be asked to leave the property. Any adult (21) found trying to deliver alcohol to a minor will also be asked to leave the property. You may not consume your own beverages in the restaurant, dining room, or at events on the lawn or in the barn. Individuals attempting to bring their own alcohol into these locations will be asked to dispose of the alcohol or leave the premises.

### **Security**

Edgewater will not be held responsible for the damage or loss of any merchandise or articles brought into the facility. Arrangements may be made for security of exhibits, merchandise or articles set up for display prior to the planned event by contacting us prior to set up / arrival. We will not be responsible for items left unattended in a function room.

### **Public Inn Areas**

When using public Inn areas for event preparation (sitting areas at the end of the Inn, living room, porches), all areas must be picked up and personal items cleared before vacating the space for the event. These are public areas that are available to all Inn guests and are to be left as a usable space for other guests once vacated. Furniture is not to be rearranged in any public areas. All food and beverages must be disposed of **before** leaving the public areas. Any damages, resulting from event guests, to the space or furniture or as a result of being moved, event preparations, or due to consumption of food and beverages will be at the expense of the event contact.

### **Decorations**

Decorations or displays brought into the facility by the patron must be approved prior to arrival in accordance to local fire department regulations. Banners or display items are not to be affixed to any stationary wall, floor, or ceiling with nails, staples, tape or any other substance unless approved by Edgewater management.

I have read and understand the Facility Fee Agreement and Event Contract. I understand that as the event contact I am responsible for all details of this contract for my event.

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Event Contact Signature

Date

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Edgewater Management Signature

Date