



CORPORATE/SOCIAL RESERVATION AGREEMENT

Central Park West Contract Information

General Guidelines

1. Facility rentals are for a maximum of 5 hours. Additional charges will apply for events needing more than 5 hours.
2. The leasing individual, group or organization agrees to abide by all applicable laws, rules and regulations.
3. Smoking is prohibited throughout Central Park West.
4. Central Park West may not be used for discriminatory practices prescribed by Federal, State and City law, ordinance, rule or regulation. The leasing individual, group or organization agrees to abide by all applicable laws, rules and regulations.

Reservations

1. Reservations may be arranged through our event office. Appointments are advised for planning and scheduling of all events. Our event staff may be reached at (419) 891-7325 or through our website at www.eventmakers.com
2. All arrangements for menus and other services must be finalized 6 weeks prior to your scheduled event.

Deposit

1. An Initial Deposit of \$1,000 is required for the reservation of the facility.
2. Central Park West reserves the right to require an additional deposit.
3. Deposits are accepted in cash, check, or credit card (MasterCard, Visa, or Discover). All prices reflect 3.5% cash discount.
4. All deposits are non-refundable and will be applied to event charges.

Cancellations

1. All cancellations must be submitted in writing by a certified letter.
2. Cancellations received less than 180 days from a contracted scheduled event date will incur the following charges in addition to required non-refundable deposits. All charges must be paid by contracted scheduled event date.

Payments

1. Central Park West accepts cash, checks, or credit card (MasterCard, Visa, or Discover) for all payments. All prices reflect 3.5% cash discount.
2. Additional deposits are required both 6 months and 3 months prior to your scheduled event.
3. Full payment of your guarantee is due by 5:00 p.m. three business days prior to the scheduled event.
4. Any additional charges that may be incurred during the scheduled event will be due by the end of your event.

Food and Beverages

1. Central Park West will arrange all food services and beverages with the exception of wedding cakes.
2. All food sales are subject to state sales tax and a 20% service charge.
3. **All Federal, State and Local laws pertaining to food and beverage purchases and consumption are adhered to strictly. Your cooperation with Central Park West staff is appreciated. It is not permitted to package and release any food that is not consumed during a scheduled event.**
4. In the event that you delay serving time, Central Park West cannot be responsible for the natural decline in food quality.
5. All perishable food at appetizer/station parties will be removed after two hours. Any serving time extending past two hours is subject to an additional charge.
6. **Custom desserts and ethnic specialties not available by Central Park West must be approved in advance and will be subject to an additional charge per guest.**

Alcoholic Beverages

1. Alcoholic beverages may be served at Central Park West in accordance with all local and state laws.
2. Central Park West bartenders must dispense all alcoholic beverages.
3. All alcoholic beverages must be purchased by Central Park West liquor license.
4. All alcoholic beverage sales are subject to state sales tax.
5. All alcoholic beverages must be consumed inside the building.
6. Any alcoholic beverage not purchased from and dispensed by Central Park West will be immediately confiscated and discarded.
7. Central Park West reserves the right to discontinue alcohol service during your event should it become necessary.

Guarantees

1. Menu prices are subject to change due to market conditions. All menu prices are subject to an increase up to, but no more than 10%.
2. 10 days prior to your function, a minimum count (no less than stated on your contract) is due to Central Park West. Your guaranteed final count is required by 10:00 a.m., three business days prior to your scheduled event. Please inform Central Park West by phone, fax, or e-mail with your confirmation. If you do not provide us with a guaranteed count, Central Park West will use the estimated number of guests provided at the time of initial reservation as the final count for room preparation, food preparation, and billing.
3. The guaranteed count is the minimum charge and cannot be decreased. Additional guest attendance will be charged accordingly. Increases to final count will incur a 10% charge for those additional guests.
4. Central Park West requires a minimum number of 150 adult guests for Fridays, Sundays, and 200 adult guests for Saturdays.

Decorations

1. Decorations must be coordinated with an event specialist and must conform to all fire regulations.
2. Items are not to be taped or nailed on walls, ceilings, or surfaces in meeting rooms, banquet rooms, lobbies, etc. Pushpins and Thumbtacks are approved and recommended.
3. **Confetti, glitter, and rice are not allowed.**
4. All candles are required to have glass shields or hurricane lamps. No open flames are allowed.
5. Central Park West offers a variety of decorations for an additional charge.
6. Party favors must be approved by Central Park West.
7. Central Park West will provide access for decorating as early as possible. Please coordinate times with your event specialist.
8. All decorations must be removed immediately following the event.
9. All candles must be wax-based. No oil or gel candles are allowed.
10. Any violation of decoration policies will result in a \$250.00 cleaning fee.

Linen

1. All linen products (including sashes and chair covers) must be arranged through Central Park West.
2. 90 x 90 white linen tablecloths are provided in all banquet rooms without charge.
3. Central Park West colored napkins are available at no extra charge.

Rental

1. Central Park West has decorations, audiovisual equipment, staging, and other special rental needs available for an additional charge. Please consult your event specialist for a complete listing.
2. Outside audiovisual equipment rental is permitted with an additional \$55.00 fee.

Special Needs

1. Special requests can be arranged through an event specialist or event manager. Additional charges may apply for certain requests.

Liability/Damage

1. Central Park West reserves the right to inspect and control all private functions. Liability for damage to the premises will be the responsibility of and charged to the sponsoring person or organization. The party in charge of the function is responsible for the conduct of all that attend.
2. Central Park West will not assume responsibility for the damage or loss of any merchandise or articles left in the facility prior to or following the scheduled event. Arrangements for the security of exhibits, merchandise, or articles set up for display can be made prior to the event.
3. Central Park West may require a property damage deposit for various functions. The damage deposit is totally unrelated to the deposit required to reserve event space. Pending the result of a full inspection of Central Park West by the event manager following the event, all or a portion of the deposit will be returned, via mail.
4. You agree to indemnify and hold harmless Central Park West, its agents, and employees from and against all claims, damages, losses, and expenses including attorney fees arising out of, or resulting from claims by or judgment from the leasing of Central Park West.

Vendors

1. All outside vendors must be approved by Central Park West.
2. All outside vendors must adhere to all Federal, State, and Local laws, rules and regulations.
3. All vendors must use front door. No access will be given at any other door.
4. All vendors are responsible for electrical cords and tape.
5. Central Park West reserves the right prior to and after contract signing to control the quality, style, and volume of any entertainment booked by clients at Central Park West.

Security

1. Central Park West reserves the right to require security.

With your deposit and signature you contract The Pinnacle's staff and facility and agree to adhere to all of the specified contract information.

Additions: _____

Authorized Guarantee Signature _____ Date _____

Event Specialist Signature _____ Date _____

Deposit Received _____ Check _____ Cash _____ Money Order _____ Credit Card _____