



## WEDDING RESERVATION AGREEMENT

### The Pinnacle 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 The Pinnacle. Garden areas are provided for those guests who wish to smoke.
4. The Pinnacle 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](http://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 McKinley or Everest Ballrooms. A \$2,000 Initial Deposit is required for the Grand Ballroom.
2. The Pinnacle 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.
  - McKinley Ballroom - \$3,500.00
  - Everest Ballroom - \$3,500.00
  - Grand Ballroom - \$8,000.00

#### Payments

1. The Pinnacle 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.
  - McKinley Ballroom - \$1,000
  - Everest Ballroom - \$1,000
  - Grand Ballroom - \$2,000
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. The Pinnacle 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 The Pinnacle 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, The Pinnacle 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 The Pinnacle must be approved in advance and will be subject to an additional charge per guest.**

### Alcoholic Beverages

1. Alcoholic beverages may be served at The Pinnacle in accordance with all local and state laws.
2. The Pinnacle bartenders must dispense all alcoholic beverages.
3. All alcoholic beverages must be purchased by The Pinnacle liquor license.
4. All alcoholic beverage sales are subject to state sales tax.
5. All alcoholic beverages must be consumed inside the building or garden areas only.
6. Any alcoholic beverage not purchased from and dispensed by The Pinnacle will be immediately confiscated and discarded.
7. The Pinnacle 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 The Pinnacle. Your guaranteed final count is required by 10:00 a.m., three business days prior to your scheduled event. Please inform The Pinnacle by phone, fax, or e-mail with your confirmation. If you do not provide us with a guaranteed count, The Pinnacle 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. The Pinnacle requires a minimum number of adult guests for Fridays, Saturdays, and Sundays.

<u>Fridays and Sundays</u>	<u>Saturdays</u>
McKinley Ballroom – 150	McKinley Ballroom – 200
Everest Ballroom – 150	Everest Ballroom – 200
Grand Ballroom – 300	Grand Ballroom – 300

### 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. The Pinnacle offers a variety of decorations for an additional charge.
6. Party favors must be approved by The Pinnacle.
7. The Pinnacle 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 The Pinnacle.
- 2. 90 x 90 white linen tablecloths are provided in all banquet rooms without charge.
- 3. The Pinnacle colored napkins are available at no extra charge.

**Rental**

- 1. The Pinnacle 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. The Pinnacle 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. The Pinnacle 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. The Pinnacle 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 The Pinnacle 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 The Pinnacle, 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 The Pinnacle.

**Vendors**

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

**Security**

- 1. All weddings require a mandatory security guard at \$150.00. All weddings with over 300 guests require two mandatory security guards at \$150.00 each.

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 \_\_\_\_\_