



RUSTIC LODGE

SPECIAL EVENT CONTRACT

Rustic Lodge is pleased to have you consider us for your special event. Please review the following details, initial the designated sections, and sign at the bottom of Page Two.

In order to confirm a reservation with Rustic Lodge, a three hundred twenty-five-dollar (\$325) deposit and signed contract are required. This is a non-refundable, non-transferable deposit that will be applied toward your final billing.

TYPE OF EVENT: _____

It is the responsibility of the client to ensure that a legal and ethical code of conduct be upheld throughout the event. This includes, but is not limited to, the conduct of the client, their guests, and their entertainers.

CANCELLATIONS

In order to cancel your event, a cancellation form prepared by Rustic Lodge **must** be signed by the person(s) signing the Special Event Contract and by a Rustic Lodge representative. The date on the signed cancellation form will determine the cancellation penalty.

SATURDAY EVENTS:

If the event is canceled **more than** two months before the reserved date, the \$325 deposit will be forfeited. If the event is canceled **within** two months of the reserved date, the client agrees to pay an additional charge of \$500 and forfeit the initial \$325 deposit. If cancellation occurs within **two weeks** of the reserved date, the client agrees to pay an additional charge of \$500, forfeit the initial \$325 deposit, and pay 50% of the guaranteed minimum number of meals required for the room(s) reserved.

SUNDAY THROUGH FRIDAY EVENTS:

Should the event be canceled **more than** five days prior to the scheduled date, the \$325 deposit will be forfeited. If the event is canceled **within** five days of the scheduled date, the \$325 deposit will be forfeited, and an additional cancellation fee will apply.

Client's Initials: _____

MENUS & GUEST COUNTS

Menu selections and event details must be confirmed with Rustic Lodge no later than **three weeks** prior to your event. It is to be understood that a full meal must be served for all Saturday events. **The guaranteed number of guests should be submitted no later than two weeks prior to your event.** Final changes in this number must be submitted no later than seventy-two (72) hours prior to the event. The client agrees to pay for this number, or the number of guests served, whichever is greater.

Two-Week Count: ____ / ____ / ____ **One-Week Count:** ____ / ____ / ____ **Final Count:** ____ / ____ / ____

PAYMENT

Payment in full is due at the conclusion of the event unless prior arrangements have been made. **Rustic Lodge does not accept credit/debit cards as a method of payment.** Payment can be made in the form of a check or cash. Organizations that are Pennsylvania tax exempt must provide Rustic Lodge with a **Certificate of Exemption** no later than two weeks prior to the event.

ROOM RENTALS **The following room rental charges apply to ALL events serving a full meal.** If a full meal is **not** being served, see an Event Manager for current room pricing and policies.

SATURDAY EVENTS:

A full meal is required for ALL Saturday events. It is to be understood that Saturday reservations for the Groveside Room require a guaranteed number of one hundred fifty (150) or more adult meals. Room rentals: \$375 for a day event and \$450 for an evening event. It is to be understood that Saturday reservations for the Parkview Room require a guaranteed number of sixty (60) or more adult meals. Room rentals: \$145 for a day event and \$220 for an evening event. It is to be understood that Saturday reservations for the LaPrima Room require a guaranteed number of thirty (30) or more adult meals. Room rentals: \$75 for a day event and \$105 for an evening event. **Saturday day events must conclude by 3pm.**



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Additional room rental charges will apply to all Saturday events requiring use of the room all day. **Saturday events not meeting the minimum number requirements will incur an additional room rental based on the following formula: The number of adult meals short of the required minimum will be multiplied by the cost of the meal, and then 30% will be subtracted from the total.**

Saturday day events wanting to conclude **after** 3pm must confirm the conclusion time **prior to signing the contract.** Additional room rental charges will be determined at that time. All room rentals are subject to a 20% service charge. Room rentals are NOT subject to a 6% sales tax.

SUNDAY THROUGH FRIDAY EVENTS:

A \$65.00 room rental will be charged for ALL events serving a full meal with a guaranteed number of thirty (30) or more adult meals. An additional \$95 will be charged for all events with a guaranteed number of less than thirty (30) adult meals. An additional \$130 will be charged for all events with a guaranteed number of less than fifteen (15) adult meals. All room rentals are subject to 20% service charge. Room rentals are NOT subject to 6% sales tax.

Ask us about our off-season Saturday rates during the months of January, February, and July.

Client's Initials: _____

ALCOHOL POLICIES

Liquor liability insurance prohibits this establishment from allowing alcoholic beverages to be brought onto the premises by clients or guests. Rustic Lodge reserves the right to refuse alcohol service to any guest or to close the bar altogether, should it be deemed necessary. All state liquor laws will be strictly adhered to. Please ask an Event Manager about house policies related to our bar services.

LIABILITY

Rustic Lodge does not permit the use of a caterer. No food or beverages may be brought onto the premises, with the exception of a decorated cake for wedding receptions, birthdays, showers, retirement dinners, and anniversary dinners. **Health regulations prohibit Rustic Lodge from allowing food to leave the premises.** It is to be understood by the client that **consuming undercooked meats, seafood, poultry, and eggs may increase the risk of food borne illnesses;** therefore, it is the responsibility of the client to notify all guests of this precaution prior to food service.

The client agrees that Rustic Lodge shall not be held liable for property damage or personal injury unless directly resulting from negligence on the part of Rustic Lodge. This includes, but is not limited to, any actions taken by the client, guests of the client, or entertainers hired by the client.

Any client wishing to conduct "small games of chance" on Rustic Lodge property (e.g. 50/50 drawings or raffles) must provide appropriate documentation at least two weeks prior to the event. This is to include both a Small Games of Chance license (Regular or Limited Occasion) and a certificate of registration as a charitable organization with the Pennsylvania Department of State.

Due to limited space, storage facilities are not available, and Rustic Lodge is not responsible for any articles left on the premises after the conclusion of an event.

Client's Initials: _____

DECORATING

The client will be held responsible for any damage or loss of Rustic Lodge property (i.e. damaged table linens due to candle wax). Exceptions to the following rules will not be granted: (1) tape and nails may not be used on the ceiling tiles or plastered walls; (2) crêpe paper may not be placed on the tables; (3) no glitter or confetti is permitted; and (4) balloons must be anchored. Please consult an Event Manager regarding hanging decorations or other decorating ideas.

Event Date: _____ **Room:** _____

Deposit: _____ **Date Received:** _____ **Agent:** _____

Client Name (please print): _____

Client Signature: _____ **Date:** _____ **sec1**₂₀₂₂