

Maxim Events Reception/Reunion Contract
By The Fiddlers Three
420 Eastern Ave. (directly behind The Fiddlers Three)
Shelbyville, In 46176
317-392-4371
thefiddlersthree@sbcglobal.net

Fiddlers Three



This agreement made and entered into on _____ (date) between Maxim Events and (the client) _____ is a binding agreement. The client agrees to pay a \$500.00 deposit to secure this date. (*Deposit for Class Reunions is \$200.00) **A \$250.00 Damage Deposit is due no later than 7 business days prior to your event—this check will be returned or voided 7 business days following your event if no damage has occurred during your event.** **Cancellation Policy:** No refunds on deposits for Saturday event cancellations at any time, with the exception of your Damage Deposit. All other cancellations, excluding Saturdays, will be refunded in full if cancellation is received at least 6 months prior to your scheduled event date. Cancellation after 6 months will be refunded at 50%. ***Room assignments will be at the discretion of Maxim Events.***

Menu selections must be made 45 days prior to your event and, at this time, 50% of the total cost of your event must be paid (excluding alcohol) unless prior arrangements have been made. (*Class Reunions will be responsible for paying their food bill the day before the scheduled reunion.) Final head count will be due 10 business days prior to your event date. Counts may be adjusted up after this date, but not down. The remaining balance due on food purchases must be paid 7 days prior to your event, unless you are a current House Account holder of The Fiddlers Three or prior arrangements have been made. Open bar tabs must be paid for the evening of the event, unless you are a current House Account holder of the Fiddlers Three or prior arrangements have been made. Payment is preferred by cash or check. If you prefer to use Visa or MasterCard, then there will be a 4% additional charge to cover card fees. The last bar call will be made 45 minutes prior to the event ending time.

This will allow you time to remove decorations and gifts following your event. For Saturday events there will be no charge for the use of Maxim Events with **food** purchases over \$2000.00. If less than \$2000.00, the building charges will be made according to the difference between the \$2000.00 and the actual cost. Week day event building charges will be based on food purchase amount. Use of Maxim for Saturday Events Based on 6 hours.

Decorating: You may come in the day of your event to decorate at no extra cost. If you use Maxim Events for your rehearsal dinner you may decorate the day of your rehearsal, if the building is available, at no extra charge. **All** decorating **must be** approved by Maxim Events. Nothing can be affixed to the walls, ceiling, lighting or fixtures. Maxim Events will not be responsible for any decorations brought into our facility. All decorations must be removed following your event. **Maxim Events will not be responsible for lost or stolen items.**

Maxim Events **prohibits any** outside liquor to be brought onto the premises. Anyone caught with outside liquor will be asked to leave and this could result in termination of the event. **All** liquor **must** be purchased through Maxim Events. A certificate of Liability Insurance, which you can obtain from your homeowners insurance carrier, must be on file with Maxim Events no later than 7 days prior to your event.

Responsible Party(s): _____ **(Please Print)**

Date of Your Event: _____

Signature: _____ **Date:** _____

Signature: _____ **Date:** _____