



Sunbury Social Club Island Park Catering

352 East Drive • Sunbury, PA 17801
(570) 286-9422 • (570) 286-8715

EVENT CONTRACT

Please review our catering menu and contract, then consult with the management of the Sunbury Social Club and Island Park Catering before signing this contract.

Upon the signing of this contract I _____ agree to comply with the guidelines outlined in this contract.

- 1) A non-refundable deposit of _____ will be paid to the Sunbury Social Club for the rental of the banquet hall / pavilion / grove within 14 days of verbal commitment.
- 2) A non-refundable deposit of _____ will be paid to Island Park Catering within 14 days of verbal commitment. The deposit of _____ will be applied to the final catering bill.
- 3) Should the deposits not be paid within 14 days of verbal commitment the date in question will become available to the next party interested in that date. In the event of more than 1 party being interested in the same date, that date will be given to the party interested on a first come first serve basis, with the first party being contacted and given fair chance to pay the deposit and sign the contracts.
- 4) A second non-refundable deposit of _____ must be paid to Island Park Catering on _____. That deposit will also be applied to the catering bill.
- 5) All deposits are non-refundable, however, deposits may be carried over to another date. Additional deposits may be required and the signing of a new contract may be requested.
- 6) Hall rental is for 6 hours of time. Decorating or setting up time will not be applied to the 6 hours of rental. The time will begin upon arrival of guests. Any time over 6 hours may be subject to a fee of _____.
- 7) Decorating or set-up will be allowed the day before the event depending upon hall availability. Arrangements may be made to guarantee the availability of the hall. Extra fees and the signing of another contract may be required.
- 8) Absolutely no tape or tacks will be permitted to be used on the walls of the banquet hall. The management of the Sunbury Social Club also requests to refrain from the use of confetti on the tables.
- 9) All food and beverages must be provided by the Sunbury Social Club and Island Park Catering (with the exception of any special desserts / wedding cake, etc.). No outside food or beverages will be permitted unless special permission has been given.
- 10) A minimum final head-count of 50 guests may be enforced. A final head-count of less than 50 guests may be subject to a \$100.00 service fee being added to the catering bill.
- 11) Any final total catering bill of less than \$250.00 may be subject to a 25% service fee.
- 12) All charges for the catering bill are outlined in the menu provided by Island Park Catering. Please keep the menu provided to guarantee all prices quoted. Any special requests not in the menu should be discussed with Island Park Catering and outlined in the notes of this contract.
- 13) All final details for the catering of the event will be due on _____. Details must include: final menu, final head-count, times, and all other details prevalent to the event.
- 14) Upon finalization of the head-count, the head-count may not be lowered. However, the head-count may be raised as needed with any extra charges being applied.
- 15) The final bill will be calculated from the highest head-count provided on the closest date to the event.
- 16) Final payment of the catering bill and bar bill will be paid to Island Park Catering and the Sunbury Social Club on the day of the event (unless prior arrangements have been made).
- 17) Payments will be accepted in the form of cash or checks. 2 checks may be required. 1 to Island Park Catering for the catering of the event, and another to the Sunbury Social Club for the bar bill.
- 18) Cancellations within 30 days prior to the event will be charged a fee of _____ paid to Island Park Catering.
- 19) Cancellations within 7 days prior to the event will be charged a fee of _____ paid to Island Park Catering.
- 20) Any leftovers of food or alcohol will remain the property of the Sunbury Social Club and Island Park Catering.

Notes: _____

EVENT DATE

VERBAL COMMITMENT DATE

TODAY'S DATE

DEPOSIT PAID DATE

CUSTOMER SIGNATURE

SUNBURY SOCIAL CLUB / ISLAND PARK CATERING
REPRESENTATIVE SIGNATURE

CUSTOMER PRINT

SUNBURY SOCIAL CLUB / ISLAND PARK CATERING
REPRESENTATIVE PRINT