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CATERING CONCEPTS

Your Complete Caterer

EVENT RENTAL AGREEMENT

Thank you for choosing Innovative Catering Concepts to plan and host your affair. Please read this agreement carefully and call us with any questions or concerns. We would be happy to review your Event Rental Agreement with you in further detail, should you have any questions.

Please do not hesitate to contact our office directly at 856-740-3352.

Terms and Conditions:

For the purpose of this agreement, the person(s) booking an event at the Estate at Monroe with Innovative Catering Concepts will herein be referred to as "Host(s)". The Individual(s) named herein for Innovative Catering Concepts is authorized to bind the Host(s) to the terms hereof and the Host(s) is obligated to make payment hereunder. In the event there is more than one Host, each Host shall be jointly and severally liable hereunder.

Estate at Monroe is a Non-Smoking Facility

Event Date: June 3, 2022	Menu Type & Date: Food/Beverage Menu charged at \$ 30.00 pp plus 20% labor charge. This price is based on a 6.625% sales tax. Your Catering Food Services and Staff will be provided by Innovative Catering Concepts.
Event Start Time: TBD	
Event End Time: TBD	
Event Type: Glassboro High School Prom	
Client Name(s): Gina Keating	A Copy of the State Sales Tax Exemption Certificate is required prior to the event date to confirm a Tax Exempt Status.
Contact Number: 609-929-3374	
Email: gkeating2002@gmail.com	TAX EXEMPT, ST5 form required
Room(s) Contracted: ESTATE ROOM (Large Room) MONROE ROOM (Small Room)	USE OF BOTH ROOMS
Estimated Guest Count: 250	10% discount will be applied with multi year contract
Deposit Schedule: \$500.00 to confirm the date	
½ of total balance 6 months prior:	
Balance Due 14 days prior:	

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Payment:

A nonrefundable, nontransferable deposit of five-hundred dollars (\$500.00) for evening events is required to confirm our services. Final payment of all charges will be required 5 business days prior to your event date. We accept cash, certified check, credit card, ACH transfer or money orders. Please make payable to "Innovative Catering Concepts".

Your final payment will be based on your final guest count given the Monday prior to the event. Your final payment will be due on the Monday prior to your event and shall be in the form of cash, certified check, credit card, ACH transfers or money orders.

Guarantees:

A guaranteed minimum number of guests, entree breakdown and a final table count are due the Monday prior to your event. This number is not subject to reduction, but may be increased up until 36 hours prior to event start time. If the actual number of guests in attendance exceeds the guaranteed number, you will be billed for the balance, payable within five (5) business days of the event. All specific services to be provided are contained in the Sales/Catering Contract as attachment "A", and by reference is incorporated to this binding agreement.

Force Majeure:

Innovative Catering Concepts and The Estate at Monroe, and MCHA 3352 shall not be liable for any delays or losses due to its failure to perform its obligation hereunder in the event that such failure is caused by events or circumstances beyond its control, including, but not limited to government controls, restrictions of food and beverages, strikes, travel and transportation, labor shortages, facility closures, utility failures or acts of God. In such event, Innovative Catering Concepts shall return any prepaid deposits to Host and neither party shall have any further obligation.

Indemnification:

Host(s) shall indemnify, defend and hold harmless Innovative Catering Concepts and its officers, directors, partners, agents, managers, employees and The Estate at Monroe and MCHA 3352 from any and all demands, claims and damages to persons or property, losses and liabilities, including attorney's fees (collectively "Claims") arising out of or caused by Host(s) or his/her guests and subcontractors use of Estate at Monroe property, real or personal.

Damage Liability:

Host(s) is responsible for any damage to facility or premises caused by Host(s), guest of Host(s) or Independent Contractors hired by Host(s). Host(s) and guests are limited to the use of the contracted rooms(s). Innovative Catering Concepts, The Estate at Monroe and MCHA 3352 will not be responsible for the damage or loss of any gifts, merchandise or private property belonging to Host(s) or their guests prior to, during or after the event. All damages not caused by caterer are charged to the host "at cost".

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Cancellation Policy:

In the event of cancellation at any time prior to six (6) months before the date of the Scheduled Event, Innovative Catering Concepts will retain all deposits made by Host(s) as liquidated damages, provided that the maximum amount retained by Innovative Catering Concepts shall not exceed thirty percent (30%) of the minimum guaranteed revenue of the Scheduled Event. Should cancellation occur within six (6) months of the date of the Scheduled Event, Innovative Catering Concepts is entitled to liquidated damages in an amount equal to fifty percent (50%) of the minimum guaranteed revenue for the Scheduled Event. Seventy-five percent (75%) of the minimum guaranteed revenue will be retained if cancellation occurs within ten (10) days of the Scheduled Event.

Additional Services:

Host(s) agrees to pay for any and all additional services requested by the host(s), e.g. decorations, rental of facility, equipment rental, and all supplies; set up of rental equipment, refuse removal, etc. Additional services requested shall be included and added to the Sales/Catering contract where time permits. Verbal modification by the client the day of the event will be included on the final invoice.

Modifications:

No Innovative Catering Concepts representative is authorized to verbally modify or accept a verbal modification from host. Only written modifications signed-off by both parties are acceptable, unless as stated above where additional services are requested on the day of the event.

Liquor Liability:

Innovative Catering Concepts reserves the right to ask for proper identification (Photo driver's license) from any guest and has the right of first refusal. Bar service may be discontinued for violations of the Alcoholic Beverage Control rules and regulations. Host(s) is responsible for the conduct of all guests at the event. Host(s) agrees to make certain that all laws of the State of New Jersey and the rules of the Alcoholic Beverage Control pertaining to the sale and consumption of alcoholic beverages are observed and enforced.

Decorations:

No nails, staples, screw, pins, or adhesives of any kind may be put into walls, ceilings, or floor. No adhesive tapes including scotch tape, masking, and duct tape may be placed on any surfaces. If using adhesive tape only **3M Command Tape** is allowed. Hosts and decorators must provide their own supplies, ladders, equipment. All decorations must be put out 2 hours prior to the event and taken down one hour after the event. If under any circumstance more time to decorate is needed a time will be arranged based on Innovative Catering Concept's schedule.

Sub-contractors:

All vendors/subcontractors, including but not limited to, audio visual companies/technicians, disc jockeys, bands, photographers, videographers, entertainers and decorators are subject to the approval of The Estate at Monroe. Vendors must provide The Estate at Monroe with proof of liability (coverage amount of \$1,000,000 and listing The Estate at Monroe, Innovative Catering Concepts, and the MCHA 3352 as additional named insured) and workmen's

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compensation insurance, valid for the day of the event at least one month prior to the event date. A signed copy of The Estate at Monroe house policies is due at least 90 days prior to event date.

Photography:

When utilizing your own hired photographer, it is clearly understood and agreed upon that by validating this contract with a signature that all photos that are taken here at The Estate at Monroe (Innovative Catering Concepts) are the property of the photographer. However, if ICC hires a photographer, all photographs maybe used in all aspects and forms of social media, including all websites, posts and printed advertising.

Catered Food:

Due to Health & Food Safety Regulations and for the safety of our guests, we are NOT permitted to allow prepared foods to leave the premises that has been served buffet style. We thank you in advance for your understanding regarding this regulation.

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RELEASE OF THE ESTATE AT MONROE, INNOVATIVE CATERING CONCEPTS AND MCHA 3352

Host agrees to accept full responsibility for the rental of Estate Room and/or Monroe Room at The Estate at Monroe.

Host understands that should there be a violation of the Rules & Regulations as identified above during the Event times; the Rental may be terminated immediately by The Estate at Monroe., which will result in the loss of all involved monies including Rental Rates, Catering services, etc.

We agree that we are responsible for the safety and well-being of all attendees at The Estate at Monroe and release and will hold harmless Innovative Catering Concepts, The Estate at Monroe and MCHA 3352, and their agents, employees, and vendors of any liability to and/or for those persons.

We agree that this release is legally binding. We hereby agree to the conditions for rental and signify that all information supplied by us is true and correct. We assume all liability for the conduct of our vendors, employees, and/or guests and for damages incurred as a result of the use of the Monroe Room and/or the Estate Room.

M. SHAWMAN-BURKE

Print

M. Shawman-Burke

Signature

7-12-2021

Date

ACCEPTED BY INNOVATIVE CATERING

By: _____ (not binding unless accepted).

Date: _____



info@theestateatmonroe.com

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Event Date: Friday, June 3, 2022
Event Start Time: TBD
Event End Time: TBD
Event Type: Glassboro High School Prom 250 people

Client Name(s): Gina Keating
Contact Number: 609-929-3374
Email: gkeating2002@gmail.com

Room(s) Contracted: Both Rooms

Proposed Prom Menu

Chicken Fingers with Fries

Assorted Flatbread Pizzas

Salad Station

Caesar and Garden Salad

Pasta Station

Cheese Ravioli and Penne Pasta in a Marinara Sauce
Station toppings: crushed red pepper, grated cheese

Slider Station

Miniature Angus Beef Sliders on a miniature brioche roll
Station toppings: caramelized onions, bacon, cheddar cheese, grilled mushrooms,
lettuce, tomato

Taste of Philly Station

Cheese Steak Sandwiches, Chicken Cheese Steak Sandwiches
Philadelphia Soft Pretzels with cheddar cheese dip, yellow and spicy mustard
Assorted TastyKakes

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Coffee and Tea Service

Additional Dessert Station by us

Ice Cream Bar

*Bar Topping: rainbow and chocolate sprinkles, assorted candy, chocolate syrup,
caramel sauce, whipped cream, cherries*

Price Includes: China, Glassware, Linens, Soft Drinks

Client to supply own Candy Bar