



8463 Sierra Avenue ♦ Fontana CA 92335 ♦ Phone 909-429-7469 ♦ Fax 909-429-7468

### **BANQUET EVENT POLICIES**

#### *AUDIO VISUAL*

Audio Visual equipment and services are available for your meeting or event. Although both equipment and services are located on-site at Center Stage Theatre, both are provided by Stargazer Audio Visual. Cancellation of any audio visual equipment or services must be made a minimum of 48 hours prior to your meeting or event to avoid cancellation charges. Cancellations made within 48 hours of our event will result in full payment for the contracted equipment and or services.

#### *CANCELLATION*

Sixty days prior to the original event date booked, you may reschedule your event one time only for a date within six months of your original event date. Your deposit will not be refunded, however, it will be applied to your new scheduled event date provided that you finalize your new date and revised guest count. Rescheduling after the sixty day grace period will result in complete forfeit of your deposit.

#### *DECORATIONS*

All decorations must comply with applicable laws and policies of the Fontana Fire Department. Center Stage Theatre will not permit any items affixed to theater walls. Use of confetti, glitter, bird seed, rice and/or bubbles supplied by outside vendors is not permitted on Center Stage Theatre premises, however, confetti, glitter and bubbles may be arranged directly through Center Stage Theatre for an additional fee. A minimum labor fee of \$500.00 will be charged for any and all violations of this policy.

#### *DEPOSIT*

Deposits are non-refundable. A 25% deposit is due in full upon receipt of your signed Banquet Event Contract. Final event payment is due fourteen days prior to your event date. Lack of final payment and/or deposit may result in the cancellation of you event. The deposit may be made in the form of one check made payable to "Center Stage Theatre" or on a credit card. A Credit Card Authorization letter must be filled out and returned for all payments by credit card. All payments made by credit card are subject to a 3% processing fee.

#### *DIRECT BILLING*

Direct billing privileges must be approved by the Center Stage Theatre Accounting Department at least six weeks prior to your event. All direct billed accounts will require payment of the standard retainer fee upon receipt of the signed Banquet Event Contract.

### *FINAL PAYMENT*

Final payment is due fourteen days in advance of your scheduled event date. Final payment must be made in the form of a check, made payable to "Center Stage Theatre" or by credit card. A Credit Card Authorization form will be required for this form of payment. Payments made by credit card will be subject to a 3% processing fee.

### *FOOD AND BEVERAGE*

All food and beverage must be consumed on Center Stage Theatre's premises and purchased solely through Center Stage Theatre. All food and beverage selections must be provided to your Event Manager fourteen days in advance of your event date.

### *GUARANTEE*

Please specify your exact number of attendees fourteen business days prior to your event. If you do not confirm your guarantee, the required minimum guarantee will be applied. Guaranteed numbers are NOT subject to reduction; however, Center Stage Theatre will prepare and set for five percent above the guaranteed number. Your final guarantee may not be less than 80% of your original contracted guarantee.

### *HOLD HARMLESS*

For good and valuable consideration, receipt of the signed Banquet Event Contract Agreement and the General Policies is hereby acknowledged. This client assumes entire responsibility and agrees to protect, indemnify, defend and save Center Stage Theatre and its employees, harmless from and against all claims, losses, expenses included without limitation, attorney fees, security expenses, damage, environmental charges or fines arising out of or caused by the installation, removal, maintenance, occupancy or use of Center Stage Theatre and its employees. In addition, this client acknowledges that Center Stage Theatre does not maintain insurance covering this client's property and it is the sole responsibility of this client to obtain insurance covering such losses.

### *LIABILITY*

Center Stage Theatre will not be responsible for any loss, damage, or injury, bodily or to property that may occur at any function held on this property, from any cause, whatsoever, prior to, during, or subsequent to the period covered by this contract.

### *PARKING*

The hosted self parking rate is included in your event price. These hosted parking rates apply only to event parking. Non-hosted parking and overnight guests are subject to any and all parking fees set forth by the City of Fontana. Center Stage Theatre is not responsible in any way for these fees or charges.

### *SECURITY*

Center Stage Theatre may require additional security for events whose size, program and/or nature of the program indicate such needs. Additional security charges will be the responsibility of the client.

*SHIPPING/STORAGE*

All delivery, packaging and clearance information must be acquired through your event manager. Center Stage Theater does not accept packages more than four days prior to your event. Please include your group name, function date, and Event Manager's name on the outside of all packages.

*SIGNAGE*

All banners, signs and/or posters must be freestanding and cannot be affixed to theater walls. In addition, all signage posted in public areas of Center Stage Theater must be pre-approved and professionally printed. No handwritten signage will be permitted in any public area. All banners, signs and/or posters may be hung by our staff for an additional fee.

*SMOKING ORDINANCE*

The City of Fontana and the State of California ordinances state that smoking is not permitted in any enclosed public areas, including banquet rooms, lobbies, theaters and rest rooms. As a city owned property, no smoking is allowed on the premises including the exterior grounds.

*TAXES*

All applicable taxes are in addition to the prices herein agreed upon and the client agrees to pay these taxes. It should be understood that a taxable 18% service charge will be applied to all event functions (California State Board of Equalization 'regulation #1603'). Groups requesting tax exemption must have prior approval by Center Stage Theatre's Accounting Department and must submit the request, in writing, at least thirty days prior to your event date.

*TIME RESTRICTIONS*

Function rooms are available no earlier or later than the times stated on your Banquet Event Contract. For additional setup or breakdown times, please consult your Event Manager for availability and fees.

*SIGNATURE*

Acceptance of Proposal - The above prices, specifications, and conditions are satisfactory and hereby accepted.

Date of Acceptance: \_\_\_\_\_ Client Signature: \_\_\_\_\_