



The Wedding Room AT THE CELLAR
3601 West Sahara Las Vegas, Nevada 89102
702-362-6712 wedroom@lvcoxmail.com
www.TheWeddingRoom.com

EVENT AGREEMENT

Thank you for your interest in The Wedding Room and congratulations on your upcoming special event!!

The Wedding Room's décor and theme is tailored to suit any event or occasion. Tables are elegantly set with linen, silk floral centerpieces and crystal glasses. We provide all the essentials so that you don't need to be concerned with the details.

Once you've chosen The Wedding Room, our professional staff is at your service to ensure a perfect, memorable occasion.

How did you hear about us? Referral Yellow Pages Ad Internet Other

Name of Bride/Hostess _____ Phone: _____

Name of Groom/Host: _____ Phone: _____

Mailing Address: _____

City, State: _____ Zip: _____

Event: Wedding Reception Vow Renewal Anniversary Birthday Other

Event Date: _____ Time: _____ Color Scheme: _____

Number of guests: _____ (food and beverage add 7.75% sales tax; 18% gratuity for sit-down meals; 16% for buffet)

**** Billing is based on the number of guests confirmed 30 days prior to your event****

30 Day Confirmation Date: _____ Number of confirmed guests: _____



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EVENT ARRANGEMENTS/PRICING

Our buffet is served 30 minutes after the scheduled event time. The Wedding Room will not be held responsible for guests who arrive late.

MENU SELECTION: _____ price per person: _____

Number of confirmed guests: _____ @ price per person: _____

Beverage Option: ___ A ___ B ___ C / price per person \$ _____ @ _____ guests\$ _____

Toasting Beverage: _____ price \$ _____ @ _____ bottles\$ _____

Cake charge:.....\$ _____

Cake cutting charge:\$ _____

Disk Jockey charge.....\$ _____

Limo charge:.....\$ _____

Chair cover charge (\$1.00 per person).....\$ _____

Per health regulations, food not consumed during the event may NOT be taken home.

NON-REFUNDABLE: Room rental fee \$ _____ per hour X _____ hours.....\$ _____

REFUNDABLE security/damage deposit:..... \$300.00

The security/damage deposit covers the following:

- Additional guests, above the confirmed number, at the agreed menu rate. (Our kitchen can accommodate only ten additional guests for dinner) All guests beyond the confirmed number + ten additional will be charged \$35 per person (Room Fee) payable immediately. (VISA, Master Card or Cash – no checks)
Any and all damages to The Wedding Room/Cellar Lounge/Atrium Area Equipment, fixtures and grounds.

Rescheduled Events: If you must reschedule your event, you will be charged a \$100 re-booking fee, plus \$500 food deposit.

SUB-TOTAL (Includes tax and gratuity)\$ _____

Minus room rental fee: (\$ _____)

BALANCE DUE DATE:_____ Total Amount Owed:.....\$ _____

I have received and read the EVENT AGREEMENT and WEDDING ROOM POLICIES, and agree to abide to all policies and payment arrangements, and any other information provided.

Customer:_____ Date:_____

Wedding Room Representative: _____

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POLICIES / EVENT RULES

1. Absolutely NO smoking allowed in the reception room!
2. No alcoholic beverages may be brought on the premises by any guest. All beverages must be purchased from our staff.
3. The Atrium area is off limits to all children and people under 21 years of age.
4. No glitter, confetti, bird seeds, etc. allowed.
5. **Prices quoted are firm for 30 days only.**
6. **Food Deposit:** A 50% deposit of the food balance is due 60 days prior to your event.
7. **Payment:** Payment in full must be received at least 30 days prior to your event. Any balance due for additional services requested, must be received 14 days prior to your event.
8. **Delinquency in Payment:** If payment is not received as specified, and no re-booking or cancellation arrangements have been made, The Wedding Room reserves the right to retain any deposits or previous payments and you will lose your reserved booking date.
9. **Rescheduled Events:** If you must reschedule your event, you will be charged a \$100 re-booking fee, plus \$500 food deposit.

**Anyone violating any of the above policies/event rules will be asked to leave
and no refunds will be given. No exceptions!**

I have read and agree to abide by all of the Policies/Event Rules stated above.

PRINT YOUR NAME: _____

SIGNATURE: _____ Date _____

WITNESS (The Wedding Room representative): _____