

The United Veterans Association of Blair County

Central Pennsylvania's Premiere Meeting Place

1809 Union Avenue, Altoona, Pennsylvania 16601 814-943-9659

TERMS AND CONDITIONS

1. Buyer must sign and return one copy of the Contract Agreement, along with the non-refundable deposit, payable with check or money order, to guarantee date. The deposit for The Fontaine Room (banquet room) is \$500; The Club Room is \$50.
2. 75% of the total estimated bill is due ONE week prior to event. Full payment is due at the end of the function. The final bill is calculated upon the actual charges occurred during the event.
3. The cost of The Fontaine Room is based upon a minimum of 125 guests.
4. Sales tax of 6% and gratuity of 18% will be added to the final bill.
5. Buyer may bring in additional food (cookies, cake) only with the permission of the UVA Caterer. The food must be dropped off the evening prior to the day of the event.
6. Minimum rental is for four (4) hours from when the bar opens. Additional rental is \$100 per hour.
7. White linen table cloths are provided. Toppers/napkins, in choice of color, are included at no cost.
8. In lieu of dessert, The UVA will cut and serve your wedding cake.
9. NO alcoholic beverages/containers may be brought onto premises, including portico/parking areas.
10. NO glitter or confetti. NO crayons/markers/etc. at table. A separate table will be provided upon request.
11. NO staples, nails, tacks, or scotch tape may be used in decorating.
12. Menu selection is due two weeks prior to event and must be communicated directly to the Caterer.
13. Guest count is required ten days prior to event and must be communicated directly to the Caterer.
14. In the event of an unforeseen occurrence that should render the facility inaccessible or unusable, the UVA Club is released of all liability and held harmless.
15. Buyer, in signing the separate contract, or in causing the same to be signed by a representative, acknowledges buyer's authority to do so, warrants that buyer is of legal majority and hereby assumes full responsibility and liability for payment of the full amount due, plus any fees and costs incurred in collecting same.
16. Buyer and UVA agree that the agreement is made and entered into subject to the laws of the Commonwealth of Pennsylvania, and may be enforced in an appropriate court of law.
17. Cancellation policy prior to the scheduled event is:

0-3 days prior to event	100% fee of total estimated cost
4-30 days prior to event	50% fee of total estimated cost
31-60 days prior to event	33% fee of total estimated cost
61-90 days prior to event	25% fee of total estimated cost

Please note that if the UVA is able to schedule another comparable event on the date of the cancelled event, we will refund all but the non-refundable deposit.

Name _____ Phone _____

Address _____

Date of Event _____ Deposit Amount _____ Check _____ M/O _____ Cash _____

Other Contact Person/Phone: _____

Name

Signature

Date