



*Bell Mountain Estates*  
 25 Sweitzer Lane • Lewistown, PA 17044  
 (717) 348-9664  
 bellmountainestate@yahoo.com

## *Wedding Reception Contract*

Dates \_\_\_\_\_ Phone# \_\_\_\_\_  
 Bride \_\_\_\_\_ Groom \_\_\_\_\_  
 Address \_\_\_\_\_ Email \_\_\_\_\_  
 Wedding Site \_\_\_\_\_ Time \_\_\_\_\_  
 Reception Site \_\_\_\_\_ Time \_\_\_\_\_  
 Approximate Guest Count \_\_\_\_\_ House Guests Limited \_\_\_\_\_

**Deposit Requirements:** Your date is not held until booking fee is paid. Booking fee is 1/3 of damage deposit. Damage deposit is 30 percent of total event cost. Deposit due 90 days from date on contract. The deposit to be refunded after your event if no damage is assessed.

**Cancellation Policy:** If event is cancelled after 30 days from booking, the balance paid is non-refundable.

**Payments:** Please make regular monthly payments. Due the first of every month. Minimum \$200 monthly payment. If two consecutive monthly payments are missed, your event will be cancelled. Balance to be paid in full 30 days prior to event. In the event balance is not paid in full 30 days prior to your event, you will forfeit all money paid and event will be cancelled.

**Renter's Responsibility:** To obtain & provide event insurance policy purchased from H.C. Kerstetter Company, Michael Mowery, 21 West Monument Square, Lewistown, PA. (717)248-6789. Minimum limit \$1,000,000. Liability insurance must be maintained for any bodily or personal injury or property damage that may occur. Policy shall name Bell Mountain Estate and property owner as additional insured and be primary over any other insurance carried by Bell Mountain Estate. Caterer, band and DJ must be insured. Must submit copies of your policy at latest, 30 days prior to your event. You are responsible for removal of all decorations, tape, food, trash, etc. If additional cleaning needed to be done by owner, a minimum of \$200 will be deducted from your security deposit. No smoking inside or around the house or yard. Smoking is permitted on the stone area outside of the pavilion only. Two cigarette receptacles will be provided. \$100 fee if cigarette butts are left on the ground. No swimming or wading allowed in pond. Parking in designated parking areas only. No vehicles on the lawn, sidewalks, or in pavilion. All music shall discontinue playing by 11:00pm. This includes DJ, Band, home stereo, car stereo. No fireworks, lanterns, sparklers, or candles. Artificial and real rose petals for flower girl must be picked up immediately following ceremony. No outside table, chair, or kegerator rentals. Must use our equipment. You may not remove any equipment or make alterations to real or personal property belonging to the owner. All equipment brought must be removed at end of event with out any damages to the property. **If property is damaged or destroyed, you are required to pay owner full replacement cost of said property.**

**Package Includes:** 25- 30"x96" tables, 5- 30"x72" tables, chairs. Parking, trash service 5 garbage cans provided. (bags included).

**Pre-Event Photographs:** By appointment only.

IF cancelled,

1-3 mo. sec deposit  
 3-6 mo. sec. deposit + 25%  
 6-9 mo. sec dep. + 50%  
 9 +mo all

EVENT COST	\$ _____	DATE _____
BOOKING FEE (NON-REFUNDABLE)	\$ _____	DATE _____
30% DEPOSIT	\$ _____	DATE _____
REMAINING TOTAL BALANCE DUE	\$ _____	DUE BY _____

*Remaining balance payments are due on the first of every month. Failure to keep your payment up-to-date will void your contract and your reserved booking date will be removed from the calendar and be made available to other clients for reservation.*

*Renter's Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

**Optional Photo Release:** By signing below, you give permission to Bell Mountain Estates to use photos of you/your event for any marketing purposes or on Facebook. Photos will be used solely by Bell Mountain Estates and will not be sold or given to anyone else for photographic use.

☐ Yes, you may use photos of my event

☐ No, do not use any photos of my event

Photo Release Signature \_\_\_\_\_ Date \_\_\_\_\_

*Bell Mountain Estates' Signature* \_\_\_\_\_ *Date* \_\_\_\_\_