



*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 15 max

Deposit requirements: Your date is not held until booking fee is paid. Booking fee is half of damage deposit. Damage deposit is \$750. Deposit shall be paid in full 30 days from booking. The deposit will be refunded after your event if no damage is assessed.

Payments: Please make regular monthly payments. Due the first of every month. Minimum payment: \$200. If two consecutive monthly payments are missed, your event will be cancelled. Balance to be paid in full 30 days prior to your 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. Renters Responsibility: To obtain & provide event insurance policy purchased from H.C. Kerstetter Co., Mike Mowery, 21 West Monument Square, Lewistown, PA 17044. (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 Estates and owner, Mike Felmler as additional insured and be primary over any other insurance carried by Bell Mountain. Caterer, DJ and or band must be insured. Must submit copies of insurance policy 30 days prior to event. You are responsible for removal of all decorations, tape, food, trash, etc. If additional cleaning is needed, 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 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 the pond. Parking in designated parking areas only. No vehicles on the lawn, sidewalks, or in the pavilion. All music must discontinue playing by 11pm. 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 the end of the 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, 5 garbage cans-bags included & trash service.

Pre-event photographs: By appointment only.

EVENT COST	\$ _____	DATE _____
BOOKING FEE (NON-REFUNDABLE)	\$ 375.00	DATE <u>paid</u>
DEPOSIT	\$ 750.00	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* \_\_\_\_\_

If event is cancelled within:

1-3 months after booking- Bell Mountain keeps security deposit and returns any payments made.

3-6 months after booking- Bell Mountain keeps security deposit plus 25% of payments.

6+ months after booking- Bell Mountain keeps security deposit plus 50% of payments.

initials: