



Bell Mountain Estates
25 Sweitzer Lane • Lewistown, PA 17044
(717) 348-5526
info@bellmountainestates.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 half of damage deposit. The deposit to be refunded after your event if no damage is assessed.

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 canceled. 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 canceled.

Renter's Responsibility: To obtain and provide event insurance policy purchased from H.C. Kerstetter Company, Michael Mowery, 21 West Monument Square, Lewistown, PA 17044, (717) 248-6789. Minimum limit is \$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 least 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, 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 is designated parking areas only. No vehicles on the lawn, sidewalks, or in pavilion. All music shall discontinue by 11:00 PM. This includes DJ, band, home stereo and 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 without 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"x 96") tables, 4 (30x72) tables, chairs, parking, trash service (5 garbage cans and bags included).

Pre-Event Photographs: By appointment only.

EVENT COST \$ _____ DATE _____
BOOKING FEE \$ 375.00 (half of deposit) DATE _____
DEPOSIT \$ 375.00 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* _____

In the event of cancellation, all payments made are non-refundable.

Initials: _____



Bell Mountain Estates
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Bell Mountain Bartending

Wedding Date _____ Guest Count _____

Name _____ Phone _____

Address _____ Email _____

All alcohol served at your event will be served legally and responsibly by trained and certified staff members. We will detect impairment, intoxication and will cut off service to any individual who may have had too much to drink. We also are able to identify underage individuals and help avoid or eliminate any unwanted alcohol problems during your event. Please relax and enjoy your event, knowing that your family and friends are being well taken care of.

Bell Mountain Bartending is fully insured and is in compliance with the Pennsylvania Liquor Control Board's guidelines, as well as RAMP and TIPS certified.

We provide 1-2 bartenders, the kegerator which holds 2 kegs, bottled water, clear plastic cups, wine glasses, napkins, ice for beverages and stirrers. We will serve all alcoholic beverages as well as non-alcoholic beverages.

The client is to provide alcohol, fruit for garnish if desired, drink mixers and non-alcoholic drinks (soda, etc.).

The client agrees to pay \$500 for 6 hours of bartending. Payment for services is to be made no later than 30 days prior to your event. Please make checks payable to Mike Felmlee.

Client Signature: _____ Date: _____

Bell Mountain Signature: _____ Date: _____

NOTE:

Any alcohol on the property brought by guests must be checked into the bar. If we see any alcohol not checked in to the bar, you will be asked to check it in to the bar or remove it from the property. All alcohol during your event must be served by our bartenders.

Client Signature: _____ Date: _____

Bell Mountain Signature: _____ Date: _____