



800 W. Weber Ave. • DuBois, PA 15801

Wedding Contract

First off, congratulations & happy wedding planning! We are honored to be a part of your special day. Luigi's has over 35 years' experience, so you are definitely in good hands. Thank you for choosing Luigi's Villa, we look forward to working with you. We are here to help you along the way and make this a day you'll always remember. Please read this contract in it's entirety as we require you to abide by these guidelines.

Bride's Name & Signature:

Groom's Name & Signature:

Wedding Date: _____

Ceremony Location: _____

Phone Number: _____

Contact Email Address: _____

Credit card on file: Number: _____

Exp. Date: _____

BOOKING, DEPOSIT & GUEST COUNT GUARENTEE

- A \$500.00 nonrefundable deposit is due to hold your reserved date, this paid amount will be deducted from your final bill.
- All reservations are considered tentative until your deposit has been received/cleared and your contract has been signed. This deposit is nonrefundable in the circumstance that your event is cancelled for ANY reason.
- A final guest count is due ten days prior to your event. If a count is not given, we will charge you based on your estimated guest count given during the planning stages. If additional guests show, exceeding your number given you will be charged for these guests and payment will be due within 48 hours after the event.

PAYMENTS, FEES & CANCELLATION

- A full final payment is due no later than 7 days prior to your event.
- 6 months prior to your event a second deposit of \$500.00 is due. This paid amount will also be deducted from your final bill and is non-refundable in the case of cancellation for any reason.
- Payment may be made by check or money order to Luigi's Villa LLC. Credit cards are not accepted at this time for event payments.
- A 6% sales tax will be added to all food, non-alcoholic beverages & décor rentals.
- A labor charge will be added based on your final total. This fee covers all labor and services including planning, set up, and event staff service. This does not include a gratuity/tip which may be added at your discretion to your final bill but is not required.
- The credit card on file will be charged for any additional guests exceeding the agreed upon number.
- If your event is cancelled for any reason 30 days or less before the event date, a \$500 cancellation fee will be charged to the card on file.
- There will be \$100.00 charge for any insufficient checks returned.
- You are responsible for any damages to the interior or exterior of the facility. In the case of any damages you will be responsible to pay for the full amount to fix or replace any item(s). The card on file will be charged for this after as assessment is discussed and completed by both parties.

PLANNING & DAY OF EVENT INFORMATION

- After your event is confirmed and booked, you will be allotted two – 1 hour meetings with our event coordinator and/or decoration coordinator equaling a total of 2 hours. This allotment can be done all in one meeting if preferred. Any additional time needed in person will be charged on the invoice at a rate of \$30/hour.
- If a food tasting is required, you will be able to attend one of our bi-annual food tasting shows held at Luigi's Villa. There is no fee to attend for two guests. If you'd like to bring additional guests with you, there will be a \$15 per person fee added to your event invoice. Please inquire with the event coordinator for this year's dates and food selections.
- Based on the number of days you chose for your rental, our event coordinator will let you know what time you will have access to the building.
- Luigi's Villa is an all inclusive event center and will be the sole provider of all linen needs for events (table covers, chair covers, linen napkins, table runners, chair bows) Only table runners and chair bows are permitted to be provided by the client if requested.
- You are responsible for the removal of your decorations. All decorations and leftover food must be removed by 11:59 PM Saturday night, unless other arrangements have been made. A Sunday morning pickup may be arranged for an added fee.
- All events must end no later than 11:00 pm.
- All guests must vacate the premises by 11:15 pm (including the outside areas and Luigi's Villa parking lot) Family will be permitted on property until 12 am to assist with the removal of decorations.

ALCOHOL & BAR SERVICE

- RAMP certified bartenders will be provided for your event, unless you choose to do a "cash bar" then we will be required to add RAMP certified bartenders to your bill at \$20/hour for the duration of the event.
- Our RAMP certified bartenders have the right to refuse alcohol service to any guest that appears intoxicated.
- Shots are not permitted. All alcoholic beverages served must include a mixer.

- Your bar tab can be added to your food invoice or can be billed separately if different payments are being used.
- No alcohol is permitted outside of the building.
- All alcohol must be purchased and served by Luigi's Villa and staff members. No alcohol is permitted to be brought in. Our staff has the right to confiscate and discard any alcohol that Luigi's Villa did not provide.
- Alcohol service is limited to 5 hours as instated by the PLCB. This timeframe should be coordinated during the planning stages to discuss the best schedule for your event.
- Any opened alcohol is fully charged for, but is not allowed to leave the premises under any circumstances. Unopened alcohol that was prepaid for, will be refunded to you in the form of a check 1 week after the event. A 25% restocking fee will be deducted from the credit.

MISCELLANEOUS INFORMATION

- All gifts and cards must be removed from the premises the night of the event. We are not responsible for lost or stolen items.
- Luigi's Villa LLC assumes no responsibility for any damage or loss of guest's personal items located inside or outside of the building including the Luigi's Villa parking lot.
- No animals, with the exception of service animals are permitted inside the building.
- No fireworks are permitted on the premises, including Luigi's Villa parking lot.
- Music must be at a reasonable level as the building is located in a residential area. Outside music must be turned off no later than 9 pm.
- Nails, staples and thumb tacks are not permitted to be used inside or outside of the building.
- No tape or vinyl stickers of any kind are permitted on the floors, walls or mirrors.
- Tables and chairs are not to be pushed or pulled across the interior floors.
- Please ask a staff member before turning on speakers or microphones and moving draperies or other decorations that are pre hung.
- This is a nonsmoking facility, and smoking is only permitted in designated areas outside of the building.

- If for any reason the reservation is cancelled due to reasons caused by Luigi's Villa LLC there will be a full refund of all payments made to the signing customer. Payment will be returned via check within 48 hours of cancellation.

YOUR RENTAL FEE INCLUDES:

- Building rental (1,2 or 3 day)
- Up to 50 – 8 foot rectangular tables. *We do not have round tables available*
- Additional tables for cake, gifts, etc.
- 4 – 2' pub tables
- Built in bar area with keg system
- Up to 300 cushioned chairs
- 3 – highchairs
- Ceremony space if requested for an additional fee
- Outdoor stone pergola area
- ADA compliant
- Set up should be discussed in the planning stages. If more tables and chairs are needed for your event it will be your responsibility to rent them and coordinate a delivery time with a Villa staff member.
- Wi-Fi. (Please see a Villa employee for the password)
- PA System. (Please see a villa employee 1 day prior to your event for set up)
- Your DJ will need to be informed that the building has 110 amp service, 220 amp service is not available.
- The use of both parking lots. (Lower & upper)

RIGHT TO REFUSE

- Luigi's Villa LLC has the right to refuse booking guarantee to any person or prospective client who are in default of or will not honor all of Luigi's Villa rules, regulations, terms and conditions stated in this agreement. Luigi's Villa retains the right to not rebook an event or refuse an event based on previous history with us.

Listed above are the terms and conditions of the rental of Luigi's Villa. By signing the contract, you acknowledge that you have read and agree upon all rules, regulations and stipulations set forth by Luigi's Villa LLC.

Villa Representative: _____

Date: _____

Renter 1 Signature:

Renter 1 Printed Name:

Renter 2 Signature:

Renter 2 Printed Name:

Date: _____