

~ENTERTAINMENT AGREEMENT~

The following agreement is intended to assist you and LaMalfa to make this event a complete success. We look forward to working with you and ask that any special requests be made 10 (ten) days in advance by calling (440) 357-9333.

- You are responsible for the delivery, set-up and removal of all equipment. Set up can begin two (2) hours prior to your invitation time, the day of the reception and tear down must be complete one (1) hour after the close time.
- Upon your arrival at LaMalfa please check in at the front reception desk at the Banquet Facility. You will be informed where to unload your equipment. We ask that **NOTHING** be delivered through the front doors of LaMalfa or the Hotel.
- Any "special" requests (e.g.: electrical needs, tables, additional set-up or removal time) must be arranged 10 days in advance with the Event Coordinator at LaMalfa.
- The use of any "special effects" must be approved by LaMalfa 10 days prior to the reception. "FOG" machines, pyro techniques, sparklers or fireworks of any kind are strictly prohibited.
- Please remain professional at all times while on our property. Proper attire is required when setting up your items.
- Seek out the Ballroom Supervisor as the contact person for any questions or concerns. You are also required to follow his/her directives if needed.
- LaMalfa requires the client to provide a meal and seating for the entertainment. Please look for your place card or name on the seating chart for your seat assignment.
- We need a signed copy of this agreement in the file of every event, no exceptions.

I have read and understand the above requests made by LaMalfa and will call LaMalfa with any special requests or concerns (440) 357-9333.

COMPLETED FORM DUE TWO-MONTHS PRIOR TO EVENT

Signed by: _____ Date: _____

Print Name: _____ Date of Event: _____

Company Name: _____ Phone #: _____

Event Name: _____

MUST BE SIGNED BY OWNER OF THE FLORIST COMPANY OR BY CLIENT, IF CLIENT IS PROVIDING DECORATIONS.

Fax to: (440) 357-8371 or Mail to below address:

LAMALFA

5783 Heisley Road Mentor Ohio 44060, Catering 440/357-9333 Fax:440/357-8371

The LaMalfa Family Welcomes You ~ www.lamalfa.com