

~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 after 1:00 p.m. the day of the reception and tear down must be complete one hour after the close time.
- Upon your arrival at LaMalfa please check in at the front reception desk. 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 ONE-WEEK PRIOR TO EVENT

Signed by : _____ Date: _____

Print Name: _____ Date of Event: _____

Company 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:



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

The LaMalfa Family Welcomes You ~ www.lamalfa.com