

EVENT INFORMATION

Event Date 05-16-25 **Friday** **Guest Count** 200

Setup Start	5:00 PM	Event Start	6:30 PM	Event End	10:30 PM	Breakdown End	11:00 PM	Communicate with Guests in:	x	English

Event Type: Prom

Honoree: Elsie Allen High

Contact Name: Ry Basham

Phone: 707-321-9141

Email: rbashammintz@srcs.k12.ca.us

Relationship: Adult Advisor

Address

Contact Name: John Udarbe

Phone: 707-508-6603

Email: jm.udarb713@gmail.com

Relationship: Student

Guest Relations Liaison Ry

Phone 707-321-9141

Complete your vendor directory, music planner, and food planner online.
Login to your account at ellingtonevents.com

Staffing	Purchasing	Setup	Notes

95 days left

Guest Count: 200

Invoice

Ellington Events Standard Package (Additional fees apply for Saturdays and National Holiday weekends) Includes: up to 6 hrs. of B4 use (lobby and front restrooms, staging room, ballroom, and patio), tables & chairs, setup/breakdown of tables and chairs, standard post-event cleanup, downlighting, toiletries, bathroom attendants, waste / recycle bins, and up to 2 hours of event planning.								\$2,200.00	
x	Deluxe Package Includes: up to 6 hrs. of B3 use, tables & chairs, setup/breakdown of tables and chairs, standard post-event cleanup, toiletries, bathroom attendants, waste/recycle bins. B3 will be closed 30 minutes prior to B3 Breakdown End.	B3 Setup Start	5:00 PM	B3 Breakdown End		\$1,000		\$1000.00	
						\$3/guest x	200	\$600.00	
Additional Hours for Standard and/or Deluxe Packages / Pre- & Post-Event Access						\$200*/hr x		\$200.00	
Saturday / Holiday Fee									
x	Mapped Items / Miscellaneous								\$685.00
x	Linens / Centerpieces						\$4/guest	200	\$1,200.00
x	Tableware (dishware, silverware, glassware)						\$4/guest	200	\$1000.00
x	Food-Service Rentals								\$1,400.00
	Kids' Room / Activity Director								
x	Beverage Service						\$1.50-6/guest	200	\$500.00
x	Alcohol / Bartender / Use Fees								\$860.00
x	DJ / MC / A/V / Lightshow & Coordination								\$1,150.00
x	Photo Booth / Selfie Wall								\$875.00
x	Staffing Services / Extra Cleaning Services						\$1-4/guest	200	\$1,400.00
	Event Planning						\$120/hr x		
	Ceremony Fee						\$1/guest		
X	Package Discount - Discount is only available when all services above are booked at the set guest count and timeframe minimum							\$1200.00	

Services provided by Ellington Events

Reception Facility
Planner
DJ / MC
Photo Booth
Beverage Service
Linens / Napkins / Centerpieces
Tableware
Serving
Bussing

Subtotal		\$13,070.00
Tax & Service Charge	15.00%	\$1,960.50
Total Discounts		\$1,200.00
Total		\$13,830.50
Security Deposit		\$1,000.00
Total with Deposit		\$14,830.50

By paying the Retainer, you are agreeing to the terms outlined in this document.

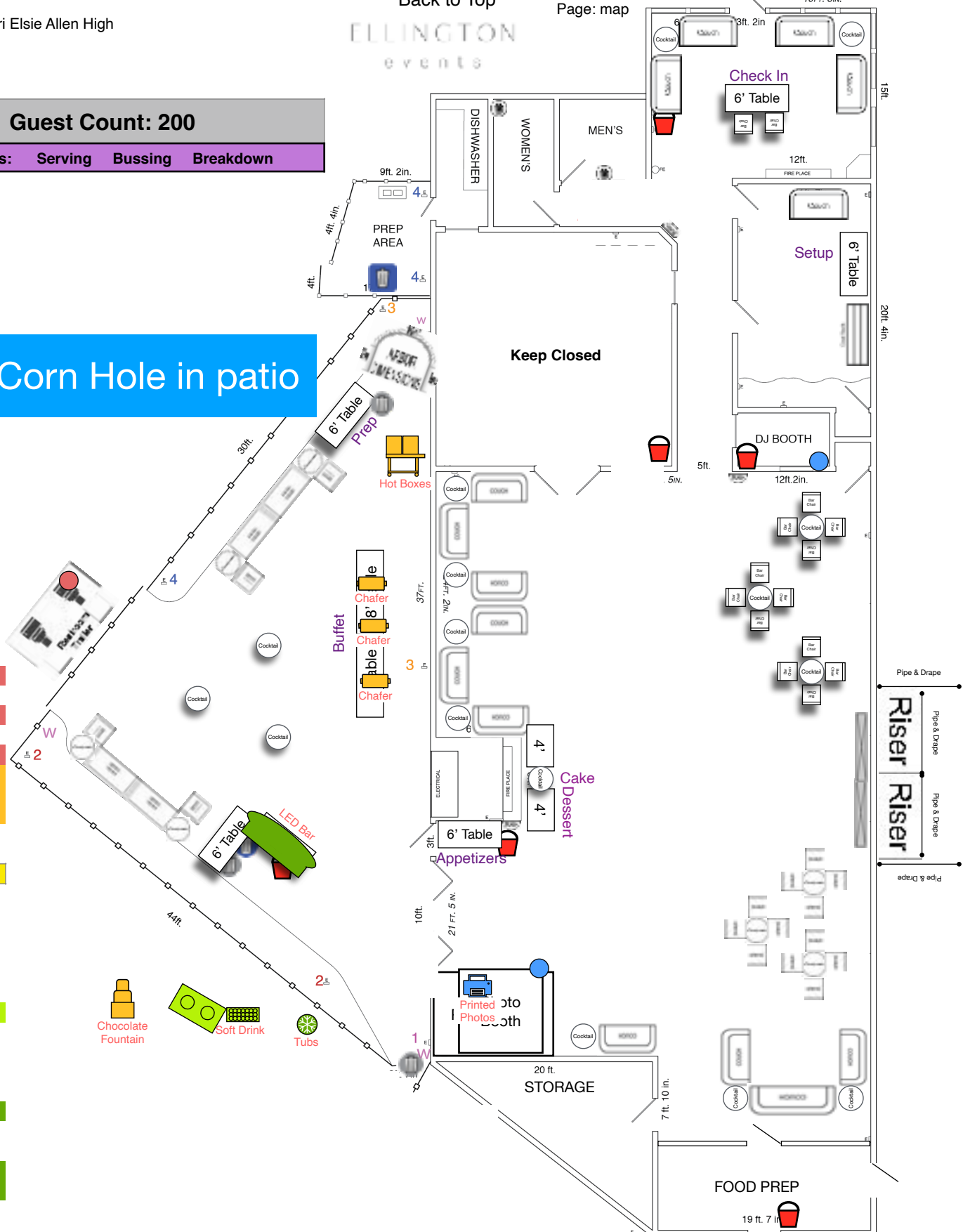
95 days left

ELLINGTON
events

Guest Count: 200

Staffing Services: **Serving** **Bussing** **Breakdown**

Corn Hole in patio



- 2 Riser(s)
- 4 Pipe & Drape
- Restroom Trailer
- 3 Chafer(s)
- Hot Boxes / Alto Sham
- Chocolate Fountain
- No Kids' Rm.
- Soft Drink Station
- LED Bar
- Ice Tub Package
- Bar Ice

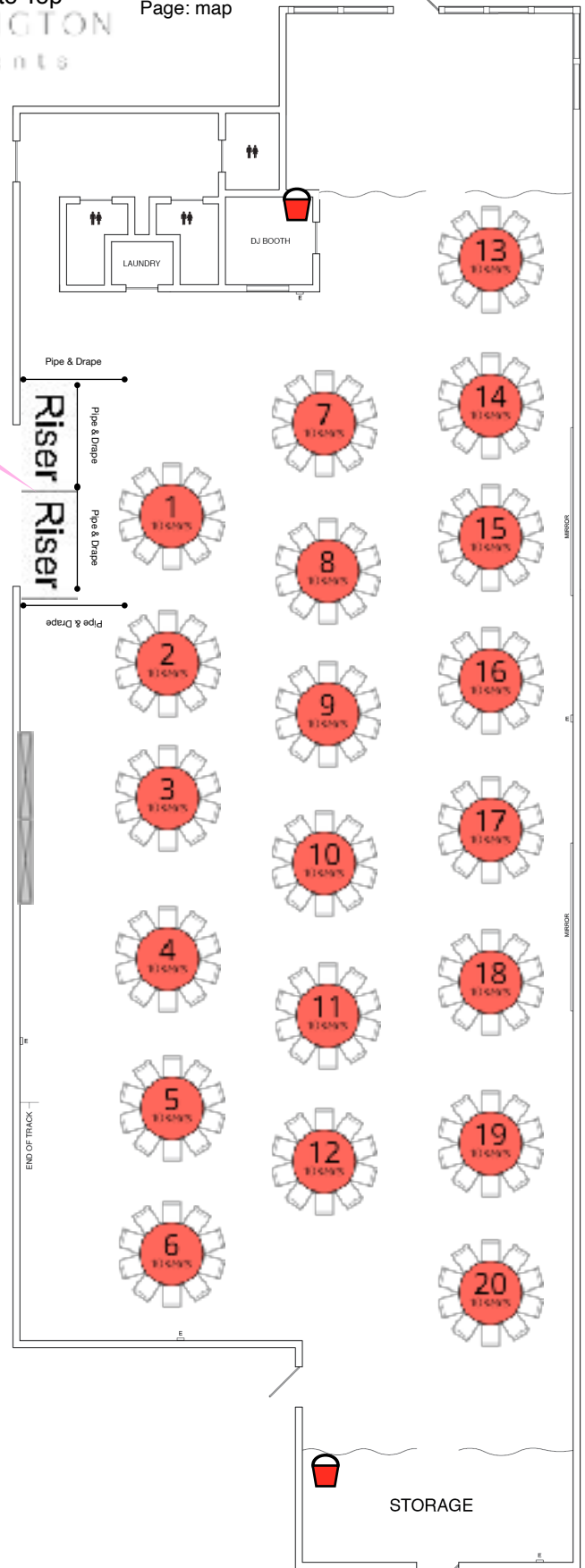
Photo Booth:
Event Start - Event End
Greenery
2x6 Prints

rbashamintz@srcs.k12.ca.us &
jm.udarb713@gmail.com

EE Linens + Centerpieces	Ellington Events Tableware		
	Guest Tables	Bar	Other
Navy guest, head, cake, dessert, kids, sign in	Large Plate	Tumbler	
Navy bar, buffet, prep	Fork (large)		
Ivory napkins guest table napkins, head table napkins	Knife		
	Water Goblet / Carafes		

Centerpieces: Vintage Package

Set up before king and queen



EE Linens + Centerpieces	Ellington Events Tableware		
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Navy guest, head, cake, dessert, kids, sign in	Large Plate	Tumbler	
Navy bar, buffet, prep	Fork (large)		
Ivory napkins guest table napkins, head table napkins	Knife		
	Water Goblet / Carafes		
Centerpieces: Vintage Package			

95 days left

The Event Storyboard



Guests Arrive



Beverage Stations Open



Setup



DJ Begins



Mariachi



Photo Booth /
Selfie Wall
Opens



Dropoff



Photos



Bar Opens



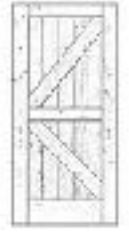
Photos



Appetizers



Announcement



Open B3



Guest take their seats



Welcome Speech



Awards



Blessing



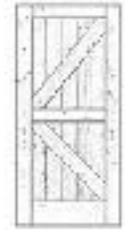
Dinner



Slide Show



Toast



Close B3



Games



SnowBall



Live Band
First Set



Dessert



Live Band
Second Set



Formal Dance



Friends and Family



Dance Party



Cake Cutting



Dance Party



Last Dance



Breakdown

The End

95 days left

Pre- & Post-Event Access

Purpose	Price	Date	Day	Start Time	End Time	Total Hours	Notes		
X Drop-off	\$200	5-14-25	Wednesday	5:00 PM	6:00 PM	1	Up to 1 hr. Staging Room: Drinks, Alcohol, Personal Belongings, Centerpieces, Favors; Fridge: Champagne, White Wine, Dessert		
Drop-off and Setup	\$400						Up to 1 hour. Access to rented rooms for the purposes of Setup for Client or Decorator. Subject to availability.		
Rehearsal	\$200						Up to 1 hr.		
	\$200								
Pickup	\$200						Up to 1 hr.		
Alcohol	\$200							Alcohol consumption during the Drop-off, Wedding Rehearsal, or on the day of the Event prior to Bar Open.	
Food	\$200							Food consumption during the Drop-off, Wedding Rehearsal, or on the day of the Event prior to Event Start.	
							Additional Drop-off, Wedding Rehearsal, and Pickup time will be billed at \$200/hr. Additional Drop-off and Setup time will be billed at \$400/hr.	Total Cost	\$200.00

Staffing Services: Serving Bussing Breakdown

Serving Package

Bar Ice

<i>Prior Event Details & Start Times</i>	<i>Notes</i>
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Prior to Event Details

Planner: Invitations - Doors Open: 6:30 PM
Ellington Events Staff: tables, chairs and all details set up according to the map above
Servers: Food provided for Vendors/EE Staff: Yes

5:00 PM Setup Start

Setup Crew: linens/napkins, tableware, decor and more
Caterer: will arrive with food
Photo Booth: begins setup
Florist / Decorator: decorating Hall, finishing up final details
Dessert: will arrive
Beverage Servers: Stock and ice beverages
Bartender: Set up the bar and prepare for service

Photographer Arrives

5:45 PM

6:30 PM Event Start

95 days left

<i>Pre-Dinner Cocktail Hour</i>			
6:30 PM	Guests Arrive Games and Music <i>Style of music/Playlist</i> Ellington Events Staff: B4 Opens Servers: Serve appetizers and prep dinner according to Food Service Planner Events Staff: B4 Opens B3 Closed Beverage Servers: Restock drinks Photographer / Videographer: Offsite - Family Photos / Honoree Photos	Photo Booth Opens	Bar Opens
		6:30 PM	6:30 PM
			Music Begins
			6:30 PM
			Dinner Dropoff
7:15 PM	Slideshow -in the order below <i>Songs??</i> Client: Slideshow will be provided on a laptop with the music embedded in the slideshow; use HDMI output At the end of the slide show - lift screen and open barn doors, Invite guests to B-3 for dinner Ellington Events Staff: Assist with opening doors, place doors at final position behind head table once all guests have entered B3		7:10 PM
7:25 PM	Seating Guest For Dinner Coordinator: open seating / reserved seating / assigned seating by table Breakdown Crew: Begin packing up appetizers according to Food Service Planner		
7:35 PM	Welcoming Speech By: John		
<i>Dinner</i>			
7:40 PM	Dinner / Receiving Guests using Trivia <i>Genre / Custom Playlist</i> Coordinator: excuse table by table-with trivia Servers: Serve dinner according to Food Service Planner Bussers: Clean tables and Bus plates, napkins, silverware; Pack up dinner according to Food Service Planner DJ: Invite all guests to B-4 room Servers: to set out dessert		
<i>Dance Party</i>			
8:15 PM	Dance Party/Dessert - 1st Set <i>Style Of Music</i> DJ: Light show- fun and over the top; Refer to Music Planner Beverage Servers: Restock beverages Servers: Prep for dessert according to Food Service Planner Bussers: Clean tables and Bus all glassware; Pack up dinner according to Food Service Planner Ellington Events Staff: If appropriate, replace guest tables with lounge furniture		
9:00 PM	Prom Royalty King and Queen Winners <i>See You Again (feat. Kali Uchis) - Tyler, The Creator & Kali Uchis</i>		

B3



95 days left

<i>Dance Party</i>			
9:10 PM	Dance Party - 2nd Set <i>Style Of Music</i> DJ: Light show- fun and over the top; Refer to Music Planner Beverage Servers: Restock beverages Bussers: Clean tables and Bus cake/dessert; keep tables clear throughout the rest of the evening Breakdown Crew: begin Breakdown, prepping Client for departure		
10:25 PM	Last Dance <i>Song</i>		
10:30 PM	Event End Breakdown Crew: Load out all Client items	Bar Closes 10:30 PM	Photo Booth Closes 10:30 PM
			Music Ends 10:30 PM
<i>Breakdown Details & End Times</i>			
11:00 PM	Breakdown End		

95 days left

Mapped Items

		Price	Quantity
X	Riser (Portable Stage; each piece is 4'x8'x8in. max 6)	\$75 * Quantity	2
	10' x 10' Tent	\$75 * Quantity	
X	Pipe & Drape (Panels range from 3-10 feet)	\$40 * Quantity	4
	Stanchion	\$40 * Quantity	
x	Restroom Trailer (2 stalls) / Additional Restrooms	\$375.00	
		Total Cost	\$685.00

Linens / Centerpieces

[Website](#)

Est. Order Date: 4-30-25

Provided by Ellington Events

X	Purpose	Size	Color	Notes
	guest, head, cake, dessert, kids, sign in	85x85	Navy	Napkin fold style: Overhang Place on table http://ellingtonevents.com/linens-tableware
	bar, buffet, prep	85x85	Navy	
	guest table napkins, head table napkins	napkins	Ivory	

Add-ons	Price	Quantity	Details
X Centerpiece Package	\$2/guest		Vintage Package
A la carte linens	\$30/linen		

Notes: Regardless of linen provider, any uncovered tables will immediately be covered by Ellington Events linens.

\$4/guest—includes all table coverings and one cloth napkin per Attendee

Total Cost \$1,200.00

Tableware

x

Reusable

Disposable

Provided by Ellington Events

Silverware		Glassware		Dishware	
Item	Location	Item	Location	Item	Location
X Fork (Large)	Guest Table	Wine	Bar	X Large	Guest Table
Forks (Med)	Food Prep, Cake	Champagne	Guest Table	Medium	Food Prep, Cake
X Knife	Guest Table	X Water Goblet / Carafes	Guest Table	Small	H'ordeuvres Table
Tablespoon	Guest Table	Coffee Mugs	Coffee Table	Chargers	Guest Table
Teaspoon	Coffee Table	Beer Glass	Bar		
		X Tumbler	Bar		
		Highball	Bar		
		Shot Glasses	Bar		

Notes:

Up to 4 items: \$4 * Guest Count; Additional items: \$1 * Guest Count * Item

Total Cost \$1000.00

Food-Service Rentals

		Price	Quantity
X	Chafer and Chafing Dishes (Setup, Breakdown and Serving utensils included) <small>Note: \$20 / chafer added for setup/breakdown of chafers not provided by Ellington Events</small>	\$40 * quantity	3
X	Hot Boxes / Alto Sham (Cook And Hold Oven)	\$120	
	Charcuterie Package (Can Include: Setup and Breakdown, Large Charcuterie Boards, Small Knives and Tongs, Etc.) <small>Note: Client provides all food items.</small>	\$250	
X	Serving Package (Can Include: Platters, Bowls, Serving Utensils, Kitchen Items, Bottle Openers, Etc.)	\$60	
	Food Packing Materials (Can Include: Bags, Cake Boxes, Pans, Ziplock Bags, And Cling Wrap)	\$60	
X	Chocolate Fountain (Includes: Setup and Breakdown, Chocolate, Up to 5 Dipping Items, and Platters) (min. 100)	\$400 + \$3.50/guest	200
	Popcorn Machine (Includes: Setup and Breakdown, Popcorn, and Popcorn Bags) (Min. 100)	\$2.50/guest	
		Total Cost	\$1,400.00

05 days left

Kids' Room / Activity Director Provided by Client Price

Breakout Room	Purpose:					\$375
Kids' Room Package						\$375
Bouncy House (Ages 3+, 6-at-a-time, 500 lbs max)						Included in Kids' Room Pkg.
Movie / Music / Entertainment System (Includes: Smart TV, Surround Sound hookup, Netflix, Hulu)						Included in Kids' Room Pkg.
Builder's Table (Lego blocks, Lego table)						Included in Kids' Room Pkg.
Kids' Room Activity Director Package (Includes: Fun, safe, and engaging supervision) → 4 hr. min.						Up to 100 guests (up to 10 kids): \$35/hr 101-200 guests (up to 20 kids): \$70/hr 201-300 guests (up to 30 kids): \$105/hr
Names	Event Start	Nanny Start	Kids' Rm. Opens	Kids' Rm. Closes	Nanny End	Est. Kid Count
	6:30 PM	6:00 PM	6:30 PM	10:30 PM	11:00 PM	If Guest Count exceeds 300 or Kid Count exceeds 30, an additional \$35/hr fee will incur.
Face Painting (Includes: Paints, Brushes, Skilled painter)						Included in Kids' Room Activity Director Pkg.
Arts and Crafts (Can include: Popsicle Sticks, Glue, Art Paper, Foam Sheets, Puff Paint, Scissors, Pom Poms, Wiggle Eyes, Coloring Pages, etc.)						Included in Kids' Room Activity Director Pkg.
Games and Activities (Includes: Engaging Activity Director to facilitate games and activities for children of varying ages)						Included in Kids' Room Activity Director Pkg.
Additional Nanny						\$35/hr/nanny
Notes: Popcorn Machine can be added in Kids room, see "Additional Items" listed above					Total Cost	\$0.00

Beverage Packages Provided by Ellington Events

X	Soft Drink Station	Unlimited Coke, Diet Coke, 7 Up, Brisk tea, Dr. Pepper, Squirt, Water. Includes chilling tubs, ice, setup, and cleanup.	\$1.50-2.50/guest
	Refresher Station	Unlimited infused water, lemonade, and iced tea. Includes plastic cups, setup, and cleanup.	\$1.50-2.50/guest
	Hot Beverage Station	Unlimited Coffee (reg.+decaf), teas, and hot cocoa. Includes ceramic mugs, creamer, sugar, stir sticks, setup, and cleanup.	\$1.50-2.50/guest
	Beverage Service	You supply non-alcoholic drinks, and we'll handle the rest. Can include ice tubs and ice tubs if needed.	\$2/guest
	Mixer/Chaser Package	When hiring Ellington Events for any Station Package, use any of the provided beverages as mixers and/or chasers.	\$1/guest
Notes: All Beverage Stations will close 15 minutes prior to Event End.			1st Station: \$2.50/guest 2nd Station: additional \$2/guest 3rd Station: additional \$1.50/guest
			Total Cost \$500.00

Alcohol / Bartender / Use Fees

Bartending Package (Includes: Bartender(s); Unlimited Bar Ice; Equipment (i.e. Jiggers, Shakers, Wine/Bottle Opener, etc.)) → 4 hr. min.							No Hard Liquor: Under 151 guests: \$40/hr 151-300 guests: \$80/hr Hard Liquor: Under 101 guests: \$40/hr 101-200 guests: \$80/hr 201-300 guests: \$120/hr If Guest Count exceeds 300, an additional \$40/hr fee will incur.	
Names	Event Start	Bartender Start	Bar Opens	Bar Closes	Bartender End	Event End		
	6:30 PM	5:30 PM	6:30 PM	10:30 PM	11:00 PM	10:30 PM		
Add-ons							Price	Quantity
Additional Bartender (4 hr. min.)							\$40/hr./bartender	
Security / Parking Attendee (Included in Use Fees)							\$40/hr./guard	
X	Deluxe, Light-up Bar (Standard Bar included in Ellington Events Standard Package)						\$375	
	Kegerator (To keep kegs cold and dispense beer during Bar Service)						\$125 * Quantity	
	Keg Tap						\$60 * Quantity	
X	Ice Tub Package (For beer bottles / cans, white wine, champagne, mixers, hard liquor, etc.)						\$45	1
X	Bar Ice (Only needed when the Bartender is provided by the client)						\$1/guest	
Use Fees	Options/Details				Rate	Details		
x	No Alcohol	Non-alcoholic beverages only: Water, Soft Drinks, Coffee, Sparkling Apple Cider			\$40-\$80/hr.*	*101-200: \$40/hr 201-300: \$80/hr		
	Alcohol	Beer, Wine, Champagne			\$40-\$120/hr.**	**Under 101 guests: \$40/hr 101-200 guests: \$80/hr 201-300 guests: \$120/hr		
	Hard Liquor	Required in addition to Alcohol Use Fee when any hard liquor is present, including: Shots, Mixed Drinks, Signature Cocktails - Tequila, Vodka, Gin, Rum, Whiskey, Kava			\$350			
	Cannabis	Served: Bar Style, Self-Service, Guest-Provided - Designated Location: 10'x10' Tent			\$350			
	Open Invite	An Open Invite event includes Attendees who have not been invited by host, (i.e. when invitees are permitted to invite guests of their own).			\$350			
							Total Service Cost	\$620.00
							Total Use Fees	\$240.00

95 days left

DJ / MC / A/V / Lightshow & Coordination

Provided by Client

Coordinator Name		Coordinator Start		Coordinator End	
Mr Basham		5:00 PM		11:00 PM	
DJ/MC Name	DJ/MC Start	Music Start	Music End	DJ/MC End	
Ellington Events Staff	6:00 PM	6:30 PM	10:30 PM	11:00 PM	
Packages					Price
X	Starter DJ Package (Includes: Music and Sound System, Emcee Services, Special Effect Lighting, and Projection package) — 3 hr. minimum				\$200/hr.
	Coordination Package (Includes: Coordination of the Timeline) — 3 hr. minimum				\$100/hr.
	Standard DJ & Coordination Package (Includes: Starter Package + Coordination Package) — 3 hr. minimum				\$250/hr.
	Deluxe DJ & Activity Package (Includes: Standard Package + An Activity Director) — 3 hr. minimum				\$300/hr.
Add-ons			Price	Start	End
	Plug into Sound System — 3 hr. minimum		\$100/hr.		
	Special Effects Package — 3 hr. minimum		\$100/hr.		
	Mic Package (For Speeches and Announcements) — 3 hr. minimum		\$50/hr.		
	Screen & Projection Package — 1 hr. minimum		\$150/hr.		
	Rehearsal (Planning and Coordination) — 1 hr. minimum		\$200/hr.		
	Ceremony DJ Package (includes equipment use)		\$250		
X	Use of Ellington Events Computer for Slide Show (best transferred by AirDrop/USB)		\$150		
Note: All Ellington Events DJs are "Event DJs," not "Club DJs."				Total Cost	\$1,150.00

Photo Booth / Selfie Wall

Provided by Ellington Events

Station		Attendee Start	Station Open	Station Closed	Attendee End	Price	Quantity
X	Photo Booth (Includes: Backdrop, Attendant, Props, Unlimited digital photos, Setup, Breakdown)—3 hr. min.	6:00 PM	6:30 PM	10:30 PM	11:00 PM	\$150/hr.	
	Selfie Wall / Backdrop (Includes: Backdrop, Setup, Breakdown)		6:30 PM	10:00 PM		\$125	
Backdrop Style: Greenery							
Add-ons							Price
X	Unlimited Photo Booth Print Sessions	X	(2) 2x6 photos per session	(1) 4x6 photo per session			\$125
	Guest Book with Unlimited Photo Booth Print Sessions (Includes: fully-assembled photo album with space for guests to write messages, 2 4x6 photos per session)						\$200
Notes: Email digital photo gallery to: rbashammintz@srcs.k12.ca.us & jm.udarb713@gmail.com						Total Cost	\$875.00

95 days left

Staffing Services Provided by Ellington Events and Client Price

Setup Package		\$1-4/guest	
	Fold napkins (only applicable when renting Ellington Events Linen package)	Included in Setup Pkg.	
	Set out all linens + napkins	Included in Setup Pkg.	
	Set out all silverware, dishware, and glassware	Included in Setup Pkg.	
	Set out all centerpieces + decor	Included in Setup Pkg.	
	Set out all items that Client brings (e.g., items for sign-in, gift, bar, buffet, cake, dessert, etc.)	Included in Setup Pkg.	
	Client is providing Linens, providing Tableware, and/or chose not to Drop-off pre-Event	\$1/guest/occurrence	
Reset	Details: A reset fee will be applied when Client requests changes that affect setup, (e.g., linen color, table count, guest count, tableware, etc.).	\$1/guest/occurrence	
Assembly (1 hr. min.)	Details: Assembly is anything that a decorator would normally do (e.g., decorating arbor, building selfie station backdrop, assembling centerpieces, assembling favors, etc.) and/or unpacking / putting together items to be set out.	\$75/hr	Total hrs:
X	Serving Package	\$1-4/guest	
X	Set out and replenish appetizers	Included in Serving Pkg.	
X	Set out and replenish dinner	Included in Serving Pkg.	
x	Set out and replenish water carafes (only applicable when renting Ellington Events water goblets and carafes)	Included in Serving Pkg.	
X	Pour for toast	Included in Serving Pkg.	
X	Cut, plate, and pass cake	Included in Serving Pkg.	
X	Set out and replenish dessert	Included in Serving Pkg.	
	Additional Meal	Details: Late-night Snack / Other	\$1/guest/meal # addn'l Meals:
	Plating / Passing / Table-Side Service Available when Serving Package is selected	Details: Appetizers / Dinner / Dessert / Table-side Non-Alcoholic Beverage Service	\$1/guest/service # Services:
	Food & Beverage Prep (1 hr. min.)	Details: F&B Prep is anything that a caterer would normally handle (e.g. making appetizer trays, cutting fruit, mixing salad, etc.)	\$75/hr Total hrs:
X	Bussing Package	\$1-4/guest	
X	Clear all appetizer plates, utensils, napkins, glasses, serving items, trash, and recycle	Included in Bussing Pkg.	
X	Clear all dinner plates, utensils, napkins, glasses, serving items, trash, and recycle	Included in Bussing Pkg.	
X	Clear all cake plates, utensils, napkins, glasses, serving items, trash, and recycle	Included in Bussing Pkg.	
X	Clear all dessert plates, utensils, napkins, glasses, serving items, trash, and recycle	Included in Bussing Pkg.	
X	Clear all alcoholic beverages at the designated time (as identified on the Timeline and Bar Sign)	Included in Bussing Pkg.	
X	Remove all food and drinks from EE Tableware and place in crates (only applicable when renting Ellington Events tableware)	Included in Bussing Pkg.	
X	Empty and reline all trash and recycle cans throughout the entire event, including at the end of the night	Included in Bussing Pkg.	
X	Clean up spills and messes throughout the entire event, including at the end of the night	Included in Bussing Pkg.	
X	Remove all garbage and recycle from the facility	Included in Bussing Pkg.	
X	Use of bussing bins, trash & recycle liners & cans, rags and cleaning solution, brooms, dust pans, etc.	Included in Bussing Pkg.	
	Client is providing reusable Tableware	\$1/guest/occurrence	
	Additional Meal	Details: Late-night Snack / Other	\$1/guest/meal # addn'l Meals:
	Breakdown Package	\$1-4/guest	
	After ceremony, pack up all of Client's items that are no longer in use	Included in Breakdown Pkg.	
	After cocktail hour, pack up all of Client's food + items that are no longer in use	Included in Breakdown Pkg.	
	After dinner, pack up all of Client's food + items that are no longer in use	Included in Breakdown Pkg.	
	After toast, pack up all of Client's drinks + items that are no longer in use	Included in Breakdown Pkg.	
	After formal dances, pack up all of Client's items that are no longer in use	Included in Breakdown Pkg.	
	After cake/dessert, pack up all of Client's food + items that are no longer in use	Included in Breakdown Pkg.	
	When bar closes, pack up all of Client's drinks + items that are no longer in use	Included in Breakdown Pkg.	
	After Event End, pack up all remaining items belonging to the Client	Included in Breakdown Pkg.	
	Load out all of Client's items	Included in Breakdown Pkg.	

Notes:	1st Service: \$4/guest 2nd Service: additional \$3/guest 3rd Service: additional \$2/guest 4th Service: additional \$1/guest	Total Cost	\$1,400.00
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95 days left

Event Planning

Today's Date: 2/10/25

Current Time: 1:36 PM

Date	Location		Planner	Notes	Start Time	End Time	# of Hours
02-10-25	X	Ellington	Phone	David	12:00 PM	1:30 PM	1.5
mm-dd-yy		Ellington	Phone	David			
mm-dd-yy		Ellington	Phone	David			
mm-dd-yy		Ellington	Phone	David			
mm-dd-yy		Ellington	Phone	David			

Notes:

Liability Insurance Coverage (min. one million dollars)
Additionally Insured: Ellington Events, Ellington Hall, and Janowski Inc.
Address: 3535 Industrial Dr Suites B-3 and B-4 Santa Rosa CA 95403
Email: info@ellingtonevents.com

\$120/hr. (2 free hrs. included) In-person: 1 hr. min. Phone: 1/2 hr. min.	Total Hours	1.5
	Billable Hours	0
	Total Cost	\$0.00

To-Do:

Table Setting	Bartender	Liability Insurance
Additional items	Setup	Vendor Directory
	Breakdown	Music Planner
	Photographer	Food Planner
	Dinner	Paid-in-Full
	Flowers/Decor	
	Set up Payment Plan	

Done:

Retainer Fully Paid	Coordination	Handled by Client
Design Map	Serving	Handled by EH
Drop-off	Bussing	
Timeline	Dessert/Cake	
Linens		
Centerpieces		
Beverage Packages		
DJ		
Photo Booth		

Extra Cleaning Services (Basic Cleaning Included in Standard Package)

Service	Details
Excessive Decor Cleanup (such as glitter, confetti, confetti balloons, plants, flowers, cold sparks, etc.)	We allow fun, crazy decor—we just charge a fee to cover the additional cleanup that it requires.
Food Prep Cleanup	In order to avoid this fee, have your caterer (or whomever is prepping food) clean up after they are done.
Bar Cleanup (Included in Ellington Events Bartending package)	In order to avoid this fee, have your bartender(s) clean up after they are done. Hire Ellington Events to bartend, and you don't have to handle this.
Human Waste Cleanup (charged per occurrence)	This issue mostly comes up when people drink too much alcohol. If you have a heavy-drinking crowd, cut the alcohol down or close the bar early to avoid this.
Parking Lot Cleanup	Excess cleaning of the parking lot is required when guest use our parking lot in place of a trash can.
Table Cleanup (Included in Ellington Events Linen package)	This fee will be applied if any tables are used without a table covering on them at any point during the night, including during setup.
Cleanup of Spills and/or Messes (Included in Ellington Events Bussing package)	The Bussers' responsibility is to clean up spills throughout the night to maintain a safe and clean environment. Hire Ellington Events to bus, and you don't have to handle this.
Trash / Recycle Removal (Included in Ellington Events Bussing package)	At the end of the night, all waste must be removed from the facility. All tables and flat surfaces must be cleared, and all waste must be picked up. All trash and recycle bins must be emptied. Hire Ellington Events to bus, and you don't have to handle this.
Deliberate Messes (e.g. food, drinks, candy, desserts, or decor strewn about)	We allow deliberate messes—we just charge a fee to cover the additional cleanup that it requires.

\$200 per service	Total Cost	\$0.00
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Elsie Allen High's
Prom

Tonight's fully hosted bar
will be open from:

6:30 PM to 10:30 PM

All alcohol consumption will end at
Event staff will remove all alcohol at this time.

ELLINGTON EVENTS CLIENT CONTRACT

This Contract is made between the Client(s) ("Client") and Ellington Events, Ellington Hall, and Janowski Inc. of Santa Rosa, California ("Ellington Events").

Client, family, honoree, bridal party, guests, friends, vendors, performers, and all other attendees are hereafter referred to as "Attendees."

Upon Ellington Events's acceptance of Client's retainer, the following Contract is in force:

I. FACILITY

- A. **Event and Services:** Client is planning an event or wedding (hereafter "Event") at Ellington Hall on the date listed. Client engages Ellington Events to supply facilities, services, and equipment for Event. All pricing for facilities, services, equipment, and fees available for and applicable to Event are listed in Client File. Ellington Events agrees to perform these services and to provide the facilities, labor, and materials under the terms and conditions set forth in this Contract. All services to be provided by Ellington Events for Event must be outlined in the Client File. It is Client's responsibility to make sure that Client File is up to date and accurate. If Client makes significant changes to Event (e.g., a change to Guest Count), all current pricing and agreement terms at the time of the change(s) will apply. If, seven (7) or fewer days prior to Event, additional services are requested by Client/Vendors or required to fulfill the terms of this contract, Client will be billed up to two times (2x) the standard rate. Certain services, including but not limited to: DJ, Staffing, and Bartending are subject to availability and should be booked as far in advance as possible to ensure availability for Event. Client may remove any services from rental Contract up to forty-five (45) days prior to Event. After forty-five (45) days prior to Event, any services removed will still be billed at full cost. Ellington Events may not be able to accommodate some changes to Client File after thirty (30) days prior to Event. If Ellington Events is able to accommodate changes to Client File, additional fees may apply. Ellington Events retains the right to refuse service at its discretion, and the availability of all services and rentals outlined in the Client File is subject to change.
- B. **Capacity:** Maximum occupancy for B4 cannot exceed one hundred and fifty (150) persons. Maximum occupancy for the whole facility (B3 and B4 combined) cannot exceed three hundred (300) persons. All Attendees are included in this capacity count. In the event that Attendees exceed the maximum occupancy limit, it is Client's responsibility to reconcile the difference. Failure to do so may result in immediate termination of this Contract and cessation of Event. If termination occurs under these circumstances, Client will receive no refund, and no Security Deposit will be refunded to Client. Any exceptions to the maximum occupancy limit(s), is up to the discretion of Ellington Events, and an additional Over-Capacity fee of up to one thousand dollars (\$1,000) will be charged.
- C. **Upgrades and Equipment:** Please note that Ellington Hall undergoes periodic upgrades. Equipment, furniture, or decor seen in initial site visit may be different on day of Event. Ellington Events agrees to ensure that all on-site equipment is maintained and cared for properly, however Client acknowledges that occasionally equipment may fail and may not be functional for Event.
- D. **Setup and Breakdown:** Setup Start is the time that Attendees (including pre-event vendors) gain access to the facility. Event Start is the guest arrival time. Event End is the time that Event is over. Breakdown End is the time that Client is completely packed up, out of the facility, and off-premise. It is Client's responsibility to ensure that Attendees adhere to the Timeline as it relates to these times. Setup time must be scheduled for a minimum of ninety (90) minutes and Breakdown time must be scheduled for a minimum of thirty (30) minutes. Billed time begins at Setup Start and ends at Breakdown End. If Attendees (including pre-event vendors) arrive prior to Setup Start or leave after Breakdown End, Client will be billed up to two times (2x) the standard hourly rate. If Guests (i.e., Attendees who are not helping with setup) arrive prior to Event Start, Client will be billed up to two times (2x) the standard hourly rate.
- E. **Checkout Procedure:** Ellington Events and Client (or individual designated by Client) must complete a final walkthrough of the facility to ensure all items that Client wishes to keep are loaded out of the facility. Anything left behind will be discarded. If an exception is made to store Attendees' items overnight, a Pickup time must be scheduled within twenty four (24) hours of Breakdown End (See Pickup details).
- F. **Cleaning:** Ellington Events allots an appropriate amount of time to clean up Event. If Event exceeds the allotted amount of cleaning time, Client will be billed at the standard hourly rate. Excessive Cleaning Fees may apply in each occurrence of the following: use of glitter, use of confetti, deliberate messes (e.g. food, drinks, candy, desserts, or decor strewn about the floor), and bodily fluid clean-up.

II. PACKAGE DETAILS

- A. **Guest Count:** Guest Count: Guest Count includes all Attendees aged two (2) and older. All services billed per person (e.g. linens, tableware, serving, etc.) will be based on Guest Count. There is a one-hundred (100) person minimum on all services based on Guest Count. Guest Count must be finalized no less than forty five (45) days prior to Event. After that time, change in Guest Count can be accommodated; however, any decrease in Guest Count will not decrease cost of services ordered. It is Client's responsibility to know their Guest Count and to ensure that it is not exceeded. Ellington Events may accommodate additional Attendees that exceed confirmed Guest Count; however, every Guest-Count-based service that Client has hired Ellington Events to provide will be billed at two-times (2x) the standard rate for each additional Attendee in excess of the Guest Count. The Guest Count cannot exceed the facility maximum occupancy (See Section I.B. for details). In the case that the Deluxe Package was not selected for Event, Guest Count is 150 or less, and more than 150 Attendees attend Event, Client will be billed for the Deluxe Package at two times (2x) the standard rate from Setup Start until Breakdown End, regardless of whether B3 is able to be used for Event.

- B. **Standard Package (up to 150 Attendees):** The Standard Package is two-thousand two hundred dollars (\$2,200) plus two dollars (\$2) per Attendee. A Saturday/National Holiday Weekend Fee of eight hundred dollars to two thousand three hundred dollars (\$800 - \$2,300) will be charged if applicable. The Standard Package includes setup/breakdown of tables and chairs, cleanup, one (1) preset uplighting color, an Ellington Events staff member to handle restroom upkeep, movement of tables and chairs, and facility management, toiletries, waste/recycle bins and liners, up to two (2) hours of event planning (event planning generally consists of putting together the Timeline and Services for Event, but may also include additional planning activities such as planning a ceremony that will take place at Event or creating a music mix for a special dance), and use of B4 (lobby and front restrooms, get ready/staging/storage room, ballroom, and patio) for up to six (6) hours. Additional Hours can be purchased for two-hundred dollars (\$200) per hour. Additional Hours that take place after midnight will be billed at four-hundred dollars (\$400) per hour. Billed time begins at Setup Start and ends at Breakdown End.
- C. **Deluxe Package (up to 300 Attendees):** The Deluxe Package is two-hundred dollars (\$200) per hour, with a minimum of four (4) hours, plus three dollars (\$3) per Attendee. The Deluxe Package is to be used in conjunction with the Standard Package and includes the use of B3. Billed time begins at Setup Start and ends at B3 Breakdown End, which is when B3 is to be cleared and no-longer in use by Attendees. Should Extended Time be needed for Event, additional time will be billed at two-times (2x) the standard hourly rate.
- D. **Event Type:** Client acknowledges and agrees that this Client File and Contract are established for the specific event detailed on Page One (1) of the Client File. Client understands and agrees that the details of the specific event cannot be changed.
- E. **Extended Time:** On the day of Event, Extended Time beyond that planned in the Timeline may be required at four (4) specific timeframes: Setup Start, Event Start, Event End, and Breakdown End. Client acknowledges and agrees that any Extended Time needed for Event will be added to Client File and billed at two times (2x) the standard hourly rate. Extended Time will be billed at a minimum of one (1) hour for the first hour of each extended timeframe, and any additional Extended Time beyond the minimum will be billed in increments of thirty (30) minutes. In the event that the Event End is extended, Ellington Events will initiate the cleanup process at the originally scheduled Event End time.
- F. **Drop-off:** Drop-off is designed to prepare for Setup. Time of Drop-off is subject to availability; short-notice scheduling changes may occur. Billed time begins at the scheduled Drop-off time and ends when the last Attendee leaves. Any additional time outside the scheduled Drop-off will be billed at two-times (2x) the standard hourly rate.
- G. **Rehearsal:** Rehearsal is designed to prepare for the Ceremony and/or special dances. Time of Rehearsal is subject to availability; short-notice scheduling changes may occur. Billed time begins at the scheduled Rehearsal time and ends when the last Attendee leaves. Any additional time outside the scheduled Rehearsal will be billed at two-times (2x) the standard hourly rate.
- H. **Pickup:** Overnight storage is subject to availability; short-notice scheduling changes may occur. If Ellington Events is able to accommodate for storage, a Pickup time must be scheduled within twenty-four (24) hours of Breakdown End. Pickup time scheduled seven (7) or fewer days prior to Event (or on/after Event date) will be billed at two times (2x) the standard rate.
- I. **Ceremony:** A ceremony may take place at Ellington Hall. If a ceremony takes place during Event at Ellington Hall, a Ceremony Fee will be charged. Note: The patio can accommodate up to one hundred and twenty eight (128) persons seated, depending upon the space needed for the ceremony. Additional standing room can be made available, if needed.
- J. **Restroom Trailer / Additional Restrooms:** A two (2)-stall, fully equipped restroom trailer or up to three (3) additional single-occupancy restrooms are required if Guest Count exceeds one-hundred and twenty (120) people. If, at any point during Event, additional restrooms are needed and Ellington Events is able to provide additional facilities, additional restrooms will be provided and Client will be billed at two-times (2x) the standard rate.
- K. **No Alcohol Use Fee:** A No Alcohol Use Fee will be added to the balance when guest count exceeds one hundred (100) persons and when Client opts for no alcohol to be present at Event. The No Alcohol Use Fee is an hourly rate that begins at Setup Start and ends at Breakdown End. If Client opts for the no-alcohol option, it is Client's responsibility to ensure that no Attendees handle or drink alcohol (this includes any drinking outside of the facility, which is never allowed).
- L. **Alcohol Use Fee:** An Alcohol Use Fee will be added to the balance if beer, wine, and/or champagne is present at Event. The Alcohol Use Fee is an hourly rate that begins at Setup Start and ends at Breakdown End. If Client opts for the no-alcohol option, it is Client's responsibility to ensure that no Attendees handle or drink alcohol (this includes any drinking outside of the facility, which is never allowed). If alcohol is present at Event, Client will be charged for the Alcohol Use Fee at two-times (2x) the standard rate.
- M. **Hard Liquor Use Fee:** If Client opts to allow hard liquor, a Hard Liquor Use Fee will incur. If Client opts for the no-hard-liquor option, it is Client's responsibility to ensure that no Attendees handle or drink hard liquor (this includes any drinking outside of the facility, which is never allowed). If hard liquor is present at Event Client will be charged for the Hard Liquor Use Fee at two-times (2x) the standard rate.
- N. **Cannabis Use Fee:** If Client opts to allow cannabis at Event, a Cannabis Use Fee will incur and consumption may only take place in designated areas. If Client opts for the no-cannabis option, it is Client's responsibility to ensure that no Attendees handle or consume cannabis (this includes outside of the facility, which is never allowed). If alcohol is present at Event Client will be charged for the Cannabis Use Fee at two-times (2x) the standard rate.
- O. **Open Invite Fee:** An Invite-Only event is that to which every Attendee has been expressly invited by the host of the event. An Open Invite event includes Attendees who have not been expressly invited by the host, such as when invitees are permitted to invite guests of their own, if the event is open to the public, or if tickets are sold for entry. If Event is Open Invitation, or if Client does not know the exact Guest Count, an additional Open Invite Fee will apply, and the total Security Deposit added to the total balance will be two-thousand dollars (\$2,000) (See Section III.B. for more details). It is Client's responsibility to know their Guest Count and to ensure that it is not exceeded. If, at any point, the Guest Count is exceeded during Event, the Open Invitation Fee will apply.

III. COMPENSATION

- A. Retainer:** To hold a date and reserve Event at Ellington Hall, one thousand dollars (\$1000) retainer is due at the time of booking and will be applied toward total balance of Event. This retainer is transferable but not refundable; see Change of Date Policy below for details.
- B. Security Deposit:** A Security Deposit of one to two thousand dollars (\$1,000-\$2,000) will be added to the total balance. A portion of this and any subsequent Security Deposit(s) may be withheld as compensation for any Extended Time (See Section II.E.), additional services/rentals needed on day of Event, damages, cleaning fees, and/or missing items. The balance of Security Deposit will be refunded to Client within thirty (30) days of Event. The amount of the Security Deposit will be determined as such:
1. If Event is Open Invitation, or if Client does not know the exact Guest Count, the total Security Deposit added to the total balance will be two-thousand dollars (\$2,000). If Event is not Open Invitation, the total Security Deposit added to the total balance will be one-thousand dollars (\$1,000).
 2. If, at any point during Event, the number of Attendees in attendance of Event exceeds the Guest Count, an additional Security Deposit of one thousand dollars (\$1,000) will be added to the total balance and due immediately in order for Event to continue.
 3. If, at any point during Event, the cost of Extended Time and/or additional services/rentals exceeds five hundred dollars (\$500), the balance due will be charged to Client's card/eCheck on file. If a working card/eCheck is not on file, Client agrees to pay the balance due in order for Event to continue.
- C. Taxes and Service Charge:** All charges are subject to a 15% service charge, as well as any other applicable taxes and/or government fees.
- D. Payment Schedule:** All payments made are non-refundable. All payments will be made through the Ellington Events Client Portal and will be divided into equal monthly payments. The first payment is due within two (2) weeks of booking date; the last payment is due one (1) month prior to Event. It is Client's responsibility to be aware of the due dates and ensure payments are made on time. If any payment is late and past due, Client authorizes Ellington Events to charge the credit card/eCheck on file.
- E. Chargebacks:** Client agrees not to initiate any chargeback with their financial institution for any payment made to Ellington Events. In the event that a chargeback is initiated, Client assumes responsibility of all chargeback fees and expenses incurred by Ellington Events, including but not limited to full repayment of the amount of the chargeback, chargeback fees, administrative fees, and legal fees.
- F. Package Discount:** In some special cases, a Package Discount may be offered. The purpose of the Package Discount is to incentivize Client to maintain the package that is created with Ellington Events at the beginning of the planning process as a baseline for Event. Package Discounts are based on the Guest Count and all services that Client has hired Ellington Events to provide on the date that the Package Discount is added to the Invoice. If Client chooses to decrease their Guest Count or remove services from Event, the cost of these changes will be first removed from the Package Discount. If the cost of a Guest Count decrease or services removed exceeds the amount of the Package Discount, the Package Discount will be eliminated, and the Total Balance will begin to decrease. Once the Package Discount is eliminated or decreased, it will not be added back to the Invoice.
- G. Late Payment:** All payments are due as described in the Payment Schedule. Any late payments are subject to a late fee of 1% of the balance due per day and any discounts and special offers can be voided. With written notice, Ellington Events reserves the right to terminate this Contract due to late payment. In the event of termination, any unpaid balances are due at that time.
- H. Change of Date Policy:** Ellington Events allows one (1) change-of date. Please note these conditions and following requirements for a Change-of-Date:
1. In order to change dates, all payments must be up-to-date based on the Payment Schedule (see Section D above) selected within two (2) weeks of booking date and the original date of Event
 2. Date changes are not permitted less than four (4) months prior to Event date
 3. New Event date may not be more than one year after original Event date
 4. In the event of a Change-of-Date, current pricing policies will apply. Any discounts or special offers will be removed.
- I. Cancellation Policy:** In order to cancel Event, the following requirements must be met:
1. Client must notify Ellington Events of cancellation via email to info@ellingtonevents.com
 2. Upon receipt of written cancellation notice, Ellington Events is authorized to charge any balances due, under the Payment Schedule, to Client's card/eCheck on file (Past due balances are subject to a late fee of 1% per day)
- A Cancellation will not be honored or agreed upon by Ellington Events until all outstanding balances and payments, according to the selected Payment Schedule, have been satisfied and payments are current. Payments will continue to accrue according to the selected Payment Schedule until all due payments are up-to-date. The Client's cancellation request can only be accepted once the above requirements have been met.

IV. SERVICE REQUIREMENTS

If Client chooses to handle any of the below services for Event (either by hiring professional staff or otherwise), these requirements must be met. If any of the below requirements are not met, Client will be billed up to two times (2x) the standard rate for each applicable service, and Ellington Events will make every attempt to fulfill the responsibilities of services that are offered in Client File.

- A. **Day-of Coordinator:** Every event has its own unique complexities and specific requirements that affect the level of difficulty for the Day-of Coordinator role. It is required that someone is designated to be the Day-of Coordinator for Event. In some cases, it is possible for Client to be the Day-of Coordinator, however, most Weddings and Quinceañeras require a designated person whose sole purpose in attending Event is to act as the Day-of Coordinator. A Day-of Coordinator is responsible to:
1. Be on-site and available at all times from Setup Start until Breakdown End
 2. Have a copy of the Timeline at all times to facilitate the flow of Event
 3. Prior to each Timeline activity, ensure that everyone involved and every item involved is ready to go
 4. Maintain communication with all vendors including Ellington Events, caterer, DJ, band, setup crew, servers, bussers, breakdown crew, security, bartenders, etc.
 5. Approve all additions and changes made to Client File on the day of Event
 6. Be able and prepared to handle any unexpected situations that may come up
 7. Not consume any alcohol or drugs while on the job
 8. Follow all Ellington Events policies, particularly those that pertain to guest safety
- B. **Linens:** Table coverings are required for all Ellington Events tables in use, other than those labelled “Cocktail” on Map.
1. Every table must be covered throughout Event
 2. Table must be completely clear of all items, including centerpieces, trash, rentals, favors, personal items, etc. prior to linen removal. Once linens are removed, Ellington Events staff will break down the table. Ellington Events recommends that this process begins after Event End.
 3. If Ellington Events has been hired to provide Setup services for Event, any linens, napkins, runners, overlays, or similar items that are not supplied by Ellington Events and will be placed on guest tables must be delivered no later than ten (10) days prior to the Event. (See Section II.F. on scheduling a Drop-off).
- C. **Tableware:** Both disposable and reusable tableware is permitted. Please note: Ellington Events does not have the facilities for reusable tableware to be cleaned onsite.
1. If Ellington Events has been hired to provide Setup services for Event, any tableware or similar items that are not supplied by Ellington Events and will be placed on guest tables must be delivered no later than ten (10) days prior to the Event. (See Section II.F. on scheduling a Drop-off).
- D. **Bartending:** Bartender(s) are required when alcohol is present. Bartender(s) are responsible to:
1. Follow all Alcohol Requirements (See Section V)
 2. Be at least twenty-one (21) years old
 3. Not consume any alcohol or drugs while on the job
 4. Pack up all alcohol at the time that the bar closes; all alcohol must be secured in either Ellington Events storage or a car designated by the Client
- E. **Nanny:** Adult supervision is required when there is a designated kids’ space. Nannies are responsible to:
1. Remain in the Kids’ Room at all times
 2. Not consume any alcohol or drugs while on the job
 3. Maintain a safe environment and keep all food and art projects off of the floor
 4. Pack up and clean up all items at the Event End
- F. **Catering:** Caterer is the person who is in charge of cooking and prepping the food. Client can choose to work with any professional caterer, or choose to provide food via some other means. If cooking is to happen onsite, all cooking or prep must happen in one of Ellington Events’s designated prep stations. It is Client/Caterer’s responsibility to ensure that all equipment needed to perform catering duties is addressed.
- G. **Serving:** Servers are responsible to:
1. Attend to guests
 2. Not consume any alcohol or drugs while on the job
 3. Set out and replenish appetizers, dinner, and dessert
 4. Handle toast service
 5. Fill, set out, and refill water carafes at Guest Tables
 6. Cut and serve cake
- H. **Bussing:** Bussers are responsible to:
1. Provide all tools necessary for bussing (e.g., bussing bins, trash and recycle liners, trash and recycle cans, rags and spray bottles containing cleaning solution, brooms, and dust pans)
 2. Bus all food, drinks, trash, and recycle throughout Event, until all guests are gone and all tables are clear
 3. Remove all food and drinks from Ellington Events rental tableware (place them in stackable containers)
 4. Empty and reline all garbage and recycle cans throughout Event, until all guests are gone and garbage/recycle is empty
 5. Remove all trash and recycle from the facility
 6. Clean up spills and messes until all guests are gone and messes are cleared
 7. Clear all alcohol from facility twenty (20) minutes after the bar has closed
 8. Not consume any alcohol or drugs while on the job
- I. **Breakdown:** Breakdown Crew is responsible to:
1. Break down all meals (appetizers, dinner, dessert. etc.) within 2 hours of service
 2. Pack up all items that were brought into the facility for Event
 3. Load out all items that were brought into the facility for Event

II. GENERAL PROPERTY RULES

- A. Damages:** Client is responsible for any and all damages to Ellington Hall, Ellington Events, Janowski Inc or surrounding areas by Attendees.
- B. Rules:** Client also agrees to adhere to the following rules:
1. Smoking may only occur in the designated smoking area (See Map). Client is responsible for cleanup of any debris left behind by smokers.
 2. No décor may be tacked, nailed, or stapled. The only adhesive allowed on walls or floors is painters tape, gaffers tape (on floor only), mounting putty/tack, or Command removable adhesive hooks. Any other adhesives must be pre-approved.
 3. No fireworks, floating lanterns, fire pits, or open flame will be permitted. All candles must be enclosed in a votive, and the tip of the flame must be at least one inch (1") below the rim of the votive. LED candles are always suggested.
 4. All food and drink must be placed on a table—no food or drink may be set on the floor at any time.
 5. The small breakout room is to be used for getting ready, staging, and/or storage. No food is permitted in this room, and it may not be used as a “hang out” room.
- C. Guest Relations Liaison:** Prior to Event, Client must appoint a Guest Relations Liaison to handle any guest-related issues (e.g., attendees who were not invited, attendees who bring and attempt to serve their own alcohol outside of the bar, etc.).
- D. Alcohol Requirements:** If alcohol is present at Event, the following requirements must be met:
1. Any private event with an open bar does not require a liquor license. In any other scenario, it is Client’s responsibility to contact the Alcohol Beverage Control (www.abc.ca.gov) to determine whether a liquor license is required for Event.
 2. All alcohol must arrive to Ellington Hall at least one (1) hour prior to Bar Open. Alcohol that arrives after this time will be secured by the bartender(s) but will not be served.
 3. Alcohol may only be served after the Bar Open time; only designated Bartender(s) may serve alcohol
 4. Bar must close one (1) hour before the event ends; once the bar has closed, no one is to receive any alcohol, and the bar may not reopen
 5. If, at any point, Client, Ellington Events, or Bartender cuts off any Attendee, that individual may not receive or consume alcohol for the remainder of Event
 6. Attendees will be served only two (2) drinks per Attendee at any given time; in the last one (1) hour of service, only one (1) drink per Attendee will be served
 7. No underage or otherwise illegal consumption of alcohol is permitted. It is Client’s responsibility to ensure that no illegal consumption of alcohol takes place at Event. If, at any point, Client is aware of illegal consumption of alcohol, Client must immediately notify Ellington Events and Bartender(s). If Client is unable or unwilling to handle underage or otherwise illegal consumption of alcohol, all alcohol service will cease immediately.

VI. TERM AND TERMINATION

Causes For Termination: Causes for termination include: Any illegal activity conducted on premises of Ellington Hall (or by any Attendee in proximity to Ellington Hall) or failure to abide by the guidelines laid out in this Contract. Illegal activities include (but are not limited to): fighting or physical violence, vandalism, underage or otherwise illegal consumption of alcohol, and illicit drug use. Should such activities take place, Client will receive no refund, and no Security Deposit will be returned to Client. Such activities may result in immediate termination of this Contract and cessation of Event.

VII. GENERAL PROVISIONS

- A. Article Headings:** All article headings set forth in this Contract are intended for convenience only and shall not control or affect the meaning, construction or effect of this Contract or any of the provisions thereof.
- B. Translation Interpretation:** This Contract may have been translated and made available to Client, however, Client agrees that the original English text shall prevail in the case of a dispute.
- C. Venue and Governing Law:** Any controversy or claim arising out of or relating to this Contract or the breach of this Contract that is not resolved by Client and Ellington Hall, Ellington Events, Janowski Inc etc., it is hereby agreed that such controversy shall lie with venue in Santa Rosa, Sonoma County, California. This agreement shall be governed by and construed in accordance with the laws of the state of California.
- D. Severability:** In case any one or more of the provisions contained in this Contract shall, for any reason, be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provisions thereof and this Contract shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.
- E. Waiver:** The waiver by either party of any violation or breach of any provision hereof by the other shall not constitute a waiver of any prior or subsequent violation or breach of any provisions of this Contract. The failure of any party to require the performance or satisfaction of any term or obligation of this Contract, or the waiver by any party of any breach of this Contract, shall not prevent subsequent enforcement of such term or obligation or be deemed a waiver of any subsequent breach.
- F. Sole Agreement:** This Contract constitutes the sole and only agreement of the parties and supersedes any prior understandings or written or oral agreements between the parties within the subject matter.
- G. Photography:** Ellington Events has permission to use the likeness of any person and/or products exhibited in photographs and in any and all other media, whether now known or hereafter existing. Client waives the right to inspect or approve the finished product, including written or electronic copy.

- H. **Force Majeure:** In the event that acts of God, war, terrorism, government regulation, government imposed lockdowns of cities or municipalities, riots, disasters, hurricanes, fires or other extreme weather which forces an evacuation of the area or strikes, natural disasters, or circumventing event (“Force Majeure events”) render such performance objectively impossible or illegal; the Client’s financial obligations, and contractual responsibilities remain and continue. Payment schedule is still in effect and no party is excused from performance in accordance with the terms of the contract. No refunds will be given for monies paid to the date of the Force Majeure event(s).

In the event that Force Majeure event(s) occur which renders Ellington Events and its business operations to cease, for a period of time or be delayed, hindered in or prevented from the performance of any act required hereunder by reason of Force Majeure, then performance of such act shall be excused for the period of the delay and the period for the performance of any such act shall be extended. At time of Force Majeure events, Client may reschedule Event to take place after any such intervening cause ceases--new Event date must be no more than six (6) months from original Event date.

VII. INSURANCE

- A. **Liability Coverage:** Ellington Events does not provide liability insurance coverage for activities under this Contract. All events require a day-of liability insurance policy at Client’s expense. A valid copy of Client’s liability insurance coverage with a minimum of one million dollars (\$1,000,000) in liability coverage and one hundred thousand dollars (\$100,000) in damage coverage. Client must name Ellington Events, Ellington Hall, and Janowski Inc. of Santa Rosa, California as a covered party, and must upload a copy to the Ellington Events Client Portal at least thirty (30) days prior to Event. If alcohol will be present at Event, liability coverage must specify that alcohol-related events are covered.
1. Most homeowners and renters insurance providers allow for day-of liability insurance to be added to existing policies at little to no cost.
 2. If Client does not have a homeowners or renters insurance policy that allows for day-of liability insurance to be added, a friend or family member with a policy that allows this can be named the “Host” of the event, and day-of liability insurance can added to their policy for Event.
 3. Liability insurance can also be purchased from local insurance brokers.
 4. Liability insurance can also be purchased from trusted online insurance companies such as [wedsafe.com](https://www.wedsafe.com) for roughly \$200.
- B. **Cancellation Coverage:** Ellington Events does not provide cancellation coverage for personal reasons or Force Majeure events. It is recommended that Client provides Wedding/Event Insurance to cover Event in the case that Event is forced to cancel for personal reasons or Force Majeure events.
- C. **Indemnity:** The undersigned agrees to indemnify and hold harmless Ellington Events, Ellington Hall, and Janowski Inc of Santa Rosa, California, its owners, employees and affiliates from any and all claims, demands, losses, actions, and liabilities including: injury to persons, damage to property, including but not limited to those caused by any service, food or alcohol provider and/or their products hired or obtained by the renter; except for such claims, demands, losses, actions or liabilities that arise out of negligence or willful misconduct by said owners, employees or affiliates. Ellington Events, Ellington Hall, and Janowski Inc of Santa Rosa, California and its staff will not be held responsible for lost, stolen or forgotten articles.

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