



**CRYSTAL OCCASIONS**  
BANQUET CENTER • WEDDING CHAPEL

Date of Event : \_\_\_\_\_ Email Address: \_\_\_\_\_

Lessee: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Bride: \_\_\_\_\_ Phone: \_\_\_\_\_

Groom: \_\_\_\_\_ Phone: \_\_\_\_\_

- Chapel & Hall Rental: \$800.00 Deposit / Chapel Fee 600.00 / Hall Fee \_\_\_\_\_ / Pkg price / per person
  - Session 1: 3:00 Ceremony / 5:00 Dinner / 10:00 Bar closes, DJ Stops / 11:00 everyone out
  - Session 2: 5:00 Ceremony / 7:00 Dinner / 12:00 Bar closes, DJ Stops / 1:00 everyone out
- Session Selection : \_\_\_\_\_ Initials: \_\_\_\_\_
- Chapel & Gazebo ONLY: \$200.00 Deposit / 600.00 Rental Fee.  
Ceremony Must begin at 2:00 or before / Chapel must be vacant & photos complete by 4:00PM  
\*\*unless agreed upon by CO Management\*\* Initials: \_\_\_\_\_
- Hall Only : \$600.00 Deposit / \_\_\_\_\_ Pkg Price / per person
  - 5:00 Dinner / out by 11:00PM ~ OR ~  7:00 Dinner / out by 1:00AM Initials: \_\_\_\_\_

**Deposit:** Required to hold the date. Returned 7 days after the event barring no damage to any property as outlined below.

**Payments:** Accepted anytime via, PayPal, Venmo@Amy-Lincoln-27, Cash App \$crystaloccasions, Check, Credit Card (3% fee), or cash.

\$1000.00 payment due 8 months prior to event. **Your payment is due :** \_\_\_\_\_ **Initials:** \_\_\_\_\_

Failure to pay the require payment will result in loss of your security deposit & date of event

**Cancellation Policy:** Full refund of the deposit if cancelled within 12 months prior to the event. Any cancellation within 8 moths of the event will forfeit ALL monies paid: \_\_\_\_\_ **Initial:** \_\_\_\_\_

**Terms:** Lessee is responsible for any and ALL damages to any of the property effected by this lease. Including, banquet facility, parking lot, yard, gazebo, wedding chapel, road sign, lot lights, & any out of the ordinary messes (ie:vomit..\$150.00 clean up fee per occurrence)

Crystal Occasions staff reserves the right to eject any person or persons from the facility for any type of disorderly or unlawful conduct or for any type of criminal activity including possession of illegal substances.

**Catering & Bar Tending:** All food prep and service, as well as beverage service will be provided by Crystal Occasions staff only. NO outside food or beverage allowed with the exception of wedding cake & alcohol to be served at the event.

**Gratuity:** A customary 15% gratuity calculated solely on food total will be withheld from your security deposit unless paid in full prior to or upon conclusion of the event. **Initial:** \_\_\_\_\_

**Final Dinner Count:** This is very important! If it is wrong, you may not have enough food to feed your guests! Final head count & event balance is required to be paid in full 14 days prior to your event.

Your finals date is : \_\_\_\_\_

Lessee: \_\_\_\_\_ Date: \_\_\_\_\_

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