



Wednesday, January 22, 2025

Mr. John Paul Roskos
Mrs. Cori Larck-Fiorilli
Ms. Annette Helmandollar
Sun Valley High School
2881 Pancoast Ave.
Aston, Pa. 19014

Thank you for selecting The Drexelbrook to host Sun Valley High School Junior Prom on Friday, April 17, 2026. We have tentatively reserved space and prepare the following contract outlining the details of your event.

The following contract will serve as a binding agreement between The Drexelbrook and Sun Valley High School for the purpose of the event listed below. Please review the contract before signing and returning one copy of this agreement.

Event Date: Friday, April 17, 2026

Event Name: Sun Valley High School – Junior Prom 2026 (Event Number: E28939)

Event Time: 6:00 pm to 10:00 pm

Expected Attendance/Minimum Guests Count: 250-300 students and 10-12 chaperones
This event required a guaranteed minimum of 250 students.

Event Room (s): Grand Ballroom and Grand Lobby

Event Room Fees: Included in the per guest price.

Payment Terms: A non-refundable, non-transferable retainer payment of one thousand five hundred dollars (\$1,500.00) and this signed contract are required to confirm this reservation. This payment is applied to services rendered prior to your event date for expenses such as operating, maintenance and administrative costs, reserving your event room, sales & marketing, and event planning.

A second nonrefundable, nontransferable **progress payment** of three thousand five hundred dollars (\$3,500.00) is due six months prior to your event. Payments can be accepted in the forms of school district or High School check payable to "Drexelbrook Catering". Final payment is due at least three business days prior to the event in the same forms of payment as stated above. A copy of the State Sales Tax Exemption Certificate valid for the event date is required prior to the event date to confirm a tax-exempt status.

Contract Decision Date: Friday, January 31, 2025

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TERMS AND CONDITIONS:

1. The Drexelbrook Sales Team will work with you throughout the planning stages of your event. Each detail including, menu, event time, audio/visual, room setups and other various details and costs will be coordinated and outlined on a Sales/Catering Contract (blueprint) and sent to you for your final review and signature.
2. **Final guaranteed attendance, students, chaperones, entrée breakdown, and table count must be received by 12 noon seven-business days prior to your event/function.** This guaranteed attendance is *NOT* subject to reduction after this time and is the minimum number of persons for which you will be charged. If final attendance is not received by the stated time, you will be charged for the expected number of persons as stated on your Sales/Catering Contract.

Force Majeure: The Drexelbrook shall not be liable for any delays or losses due to its failure to perform its obligation hereunder if such failure is caused by events or circumstances beyond its control, including, but not limited to, government controls, restrictions of food and beverages, travel and transportation, pandemics, government shutdowns or acts of God. In such an event, The Drexelbrook retains the **retainer payment** and neither party shall have any further obligation.

Subcontractors: All subcontractors, including but not limited to, disc jockeys, bands, photographers, videographers, entertainers, and decorators are subject to the approval of Drexelbrook. We strongly recommend you take advantage of our "Preferred Professionals List". Please contact your Sales Representative so that we may approve your selections prior to any contractual agreement. All professionals/subcontractors must provide Drexelbrook with proof of liability and workmen's compensation insurance listing "**Drexelbrook Associates**" **5400 Ferne Blvd., Drexel Hill PA as additional insured** and certificate holder and a signed copy of our "subcontractors terms and conditions," counter-signed by Host(s), at least three months prior to your event date.

Indemnification: Notwithstanding anything to the contrary set forth in the Agreement, The Drexelbrook and Sun Valley High School each agree to indemnify, defend, and hold harmless the other from and against any and all amounts payable under any judgment, verdict, court order or settlement for death or bodily injury or the damage to or loss or destruction of any real or tangible personal property to the extent arising out of the indemnitor's negligence in the performance of the Agreement.

This indemnity is contingent upon: (1) the indemnified party promptly notifying the indemnifying party in writing of any claim which may give rise to a claim for indemnification hereunder; (2) the indemnifying party being allowed to control the defense and settlement of such claim; and (3) the indemnified party cooperating with all reasonable requests of the indemnifying party (at the indemnifying party's expense) in defending or settling a claim. The indemnified party shall have the right, at its options and expense, to participate in the defense of any suit or proceeding through a counsel of its own choosing.

In addition, host shall indemnify, defend, and hold harmless The Drexelbrook and its officers, directors, partners, agents, managers, and employees from all demands, claims and damages to persons or property, losses, and liabilities, including attorney's fees arising out of or caused by the Host or Host's guests and sub-contractors use of Drexelbrook's property, real or personal.

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EVENT INVOICE

THE DREXELBROOK
4700 Drexelbrook Drive
Drexel Hill, PA 19026
info@thedrexelbrook.com

Client/Organization Sun Valley High School	Event Date 4/17/2026 (Fri)	Telephone [REDACTED]	Email cfiorilli@pdsd.org	Event # E28939
Address 2881 Pancoast Ave.		Booking Contact Roskos, John Paul	Site Contact Larck-Fiorilli, Cori	Guests 250 (Pln)
Party Name Junior Prom 2026	Sales Rep Christina Lyle	Theme Prom	Category Grand Ballroom	

Sun Valley High School
2881 Pancoast Ave.
Aston, PA 19014

Event held on Friday, April 17, 2026

- 4/17/2026 - 05:00 pm

1 Nonrefundable, nontransferable retainer payment & signed contract are required to confirm this event @ \$1,500.00 \$1,500.00

	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Audio Visual	Total
Subtotal	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00
Total	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00

Paid	\$0.00
Balance	\$1,500.00

Thank you for this opportunity to serve you!