



WEDDING & BALLROOM CONTRACT
Sun Valley High School Class of 2026 Senior Prom

Mendenhall Inn
 323 Kennett Pike, Route 52
 Mendenhall, PA 19357
Salesperson: Angeline, Gianna
 gangeline@mendenhallinn.com
 P: (610) 388-2100 x422

| Primary Contact | Address | Email Address | Telephone |
|-----------------|---|---------------------|-------------------|
| John Moletteri | 2881 Pancoast Avenue Aston, PA 19014 | jmoletteri@pdsd.org | M: (610) 999-6660 |

| Sun Valley High School Class of 2026 Senior Prom | | | | | |
|--|----------------|--|------------------|------|------------|
| Date | Time | Location | Function | Est# | GTM |
| Fri, 05/08/2026 | 7:00pm-11:00pm | Grand Ballroom / Grand Atrium / Grand Loft | Buffet - Banquet | 250 | 200 Guests |

| Deposit Due Date | Amount | Description |
|------------------|------------|-----------------|
| 02/25/2025 | \$1,000.00 | 1st Deposit Due |
| 03/08/2026 | \$1,500.00 | 2nd Deposit Due |

| BILLING INSTRUCTIONS |
|---|
| <p><i>Final payment is due 5 days prior to the Event</i> <i>Final payment is to be made by cashier's check or school/ state check</i> <i>All deposits are non-refundable.</i></p> |

CONTRACT TERMS

The undersigned agrees that the terms set out below are the basis of an understanding between Mendenhall Inn, Inc. and the undersigned and are binding upon both parties and that the provisions for food, services, arrangements, bar services, miscellaneous charges and rentals together with special instructions constitute a part of this agreement by reference thereto. Accordingly, the undersigned agrees that in consideration of the reservation of the Mendenhall's facilities, services and arrangement to the following.

- A. Upon the execution of this agreement a deposit of \$1,000.00 in cash or by check.
- B. Ten (10) months prior to the reservation date an additional deposit of \$1,500.00 in cash or by check. ***As per Management, this has been changed to (6) Months prior to reservation date.***
- C. Payment in full of the estimated charges (subject to final adjustments following the event) is due 5 days prior to the scheduled event date.
- D. The undersigned acknowledges and agrees that the probability of re-booking the reception hall upon short notice by Mendenhall Inn, Inc. is unlikely and that the damages to be sustained by Mendenhall Inn, Inc. in the event of a short notice cancellation is incapable of estimation. Accordingly, the undersigned agrees that in the event the reception is cancelled between the date of the deposit required in paragraph B. and ten (10) days prior to the scheduled event the undersigned agrees to pay as liquidated damages in lieu of all other claims for damages by the Mendenhall Inn, Inc. the \$3,500.00 previously deposited and the additional sum of \$3,000.00. If the event is cancelled after the tenth (10) day prior to the event, the full contract price shall be due and payable. All cancellations are to be confirmed by the undersigned in writing and must be hand delivered or sent certified mail to the Mendenhall Inn.
- E. Mendenhall Inn, Inc. and the undersigned agree that the undersigned will undertake and be responsible for the conduct of the undersigned's invited guests. The undersigned contracting party indemnifies and holds the Inn at Mendenhall Hotel and the Mendenhall Inn harmless from any and all damages or other costs, including reasonable attorney's fees, which result, in any manner from guests of the wedding/reception, or the Hotel. This indemnification shall be effective for all times which guests or individuals associated with the wedding/reception are present on the Inn at Mendenhall and/or the Mendenhall Inn properties.
- F. In addition to the deposit and payments required by this agreement, the undersigned agrees to provide the Mendenhall Inn, Inc. with final details of menu selection, room décor, table settings, and other special arrangements, if any, at least four (4) weeks prior to the scheduled event. The undersigned agrees and acknowledges that seven (7) days prior to the scheduled event the minimum guarantee of persons to attend the scheduled event will become final and that the person charge, agreed upon by the undersigned, will become the multiple times the minimum guarantee to be paid by the contracting party. Due to Board of Health regulations, the Mendenhall Inn cannot box no-show meals or left over food remaining from buffets.
- G. Mendenhall Inn Inc. specifically reserves the right to substitute facilities of comparable or better grade than those specifically contracted for by the undersigned at no additional cost to the undersigned and in the event that Mendenhall Inn, Inc. exercises this option the undersigned may cancel this agreement and all deposits paid by the undersigned shall be returned. Upon the return of the deposit all remedies and claims which could have been asserted by the undersigned against the Mendenhall Inn, Inc. shall be satisfied in full.
- H. In the event of a fire or damage to the premises by any other peril, strike, or lock out of employees, power failure of any nature, federal, state or local state of emergency, weather event, action by any governmental authority, or other condition or circumstance beyond the reasonable control of Mendenhall Inn which prevents the Mendenhall Inn from furnishing the facilities, accommodations, or food/beverage contracted for, the parties agree to and shall reschedule the event to a mutually agreeable time and date, but otherwise on the same terms and conditions as this agreement. At the sole discretion of Mendenhall Inn, this agreement may be terminated without rescheduling in which event any deposit

paid by the undersigned shall be returned by Mendenhall Inn to the undersigned in full satisfaction and waiver of any claims or damages which may be asserted or claimed by the undersigned against Mendenhall Inn.

- I. Mendenhall Inn specifically reserves the right to modify the décor of the room proposed for use by the Contracting Party with modifications to be made in the Mendenhall Inn's sole and exclusive judgment, and Contracting Party acknowledges that while the foregoing is not likely to occur that in the event the Mendenhall Inn elects to modify design, décor, and/or decoration, the modifications shall be made in such manner and fashion as the Mendenhall Inn elects to make. Contracting Party further understands that the landscaping and floral design inside and outside of the space for which the Contracting Party intends to use may be modified at any time in such manner as the Mendenhall Inn shall exclusively determine to be appropriate and in its sole judgment. Any and all items supplied by outside vendors need to be removed from Mendenhall property within one hour of Saturday afternoon receptions and within 8 hours of all other receptions to avoid additional storage or clean up charges. **The Mendenhall Inn places the holiday decorations up the day after Thanksgiving and they remain up until after the first weekend of January.** The use of nails, tacks, tape, etc. To hang banners or decorations to walls and or fixtures or the use of glitter, sparklers, fog machines, confetti, open flame candles, etc. is prohibited without specific prior approval. Customers that bring balloons in are reasonable to remove all balloons at end of party. If balloons are released and have to be removed by staff or if balloons cause damage to Mendenhall property customer will be responsible for damages
- J. The Mendenhall Inn, Inc. cannot and will not accept responsibility for the safekeeping of gifts, wedding cards, and/or presents, as well as the personal property of the contracting party or the contracting party's guests. Accordingly, the contracting party holds harmless and indemnify the Mendenhall Inn, Inc. from any claim for any loss arising as a result of damage or loss of gifts, wedding cards, presents, or personal property of the contracting party or the contracting party's guests.
- K. In the event that the Contracting Party breaches any of the provisions of this contract, then the Contracting Party agrees to pay all costs and expenses, including attorney's fees, incurred by Mendenhall Inn, Inc. in enforcing the terms of this wedding contract.
- L. Contracting Party understands and agrees that in the event of a weather event which effects, in any manner, the number of guest attending the event, that the Mendenhall Inn, Inc. shall have no responsibility or liability for any non-attendance. Further, Contracting Party understands and agrees that Mendenhall, Inn, Inc. shall not be responsible or obligated for any refund, reimbursement, offset or complementary service or food of any kind, under any circumstance.
- M. Contracting Party understands that Mendenhall Inn, Inc. makes no representations or suggestions about whether or not Contracting Party should purchase event insurance for the event at the Mendenhall Inn, Inc. Instead, the decision to purchase event insurance for this event is the sole responsibility of Contracting Party.
- N. Entire Agreement. This Agreement contains the entire understanding and agreement between the parties with respect to the subject matter hereof, and supersedes and replaces all prior and other agreements, understandings, inducements and conditions, whether expressed or implied, oral or written, except as contained herein. This Agreement may not be modified or amended other than by an agreement in writing signed by the Mendenhall Inn, Inc. and the Contracting Parties.
- O. In the event that there is more than one contracting party to this Agreement, then the contracting parties understand and agree that they are jointly and severally responsible for complying with the terms of this Agreement, including, but not limited to paying the contract price due under this Agreement. The undersigned further understand and agree that if he/she/they are executing this Agreement as a representative of a company or other organization, then they are also agreeing to be individually responsible for the contract price due under the Agreement.
- P. Exempt Status – If your group is tax exempt, a current and completed signed copy of your Pennsylvania state sales tax exemption form must be provided to our Sales Department within 7-30 business days prior to the event date for our Accounting Department to review.

All sales tax exemption forms submitted to our Sales Department less than 6 business days prior to the event will cause our Accounting Department to charge the state sales tax. When our Accounting Department does review the form and confirms that it is valid, the sales tax will be refunded. Sales tax exempt forms are available by contacting your Sales Manager or on line at: <http://www.revenue.state.pa.us/revenue/lib/revenue/rev-1220.pdf>

A current form needs to be submitted for every event. Mendenhall Inn is not authorized to use copies or forms from prior events.

If the form is not completely filled out with all of the necessary state required information, including the organization's tax exemption number and the EIN (Employee Identification Number), Mendenhall Inn is not authorized to accept it.

If any provision of this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality, unenforceability shall not affect any other provision hereof, and this Agreement shall be construed to if such invalid, illegal or unenforceable provision had never been contained herein.

"Agreed to on this date of, ___/___/2025 intending to be legally bound hereby."

CONTRACTING PARTY

Sun Valley High School Class of 2026 Senior Prom

John Moletteri

HOTEL REPRESENTATIVE:

Mendenhall Inn

Gianna Angeline

Wedding & Ballroom Sales Manager

Signature: _____

Date: _____

Signature: _____

Date: _____