

THE LOBBY

CLUB

INTERNAL USE:

Payment Date: _____

CK: _____ CC: _____

Entered: _____

Event/Fundraiser Agreement

Member First Name: NJEA Last Name: _____ Member #: _____Company/Organization Name: *(if applicable)* _____Contact First Name: Mary Last Name: *(if different than member)* KemeryContact Phone: _____ Mobile: 856-547-6378 Contact Email: Mkemery@njea.org**EVENT INFORMATION:**Event Name: NJEA upstairs meeting + lunchEvent Day: Tuesday Event Date: 11-12-24 Event Time: 10-3pmAnticipated Number of Attendees: 15Room Reserved: *(check all that apply)* Byrne Room Main Dining Room Bar A/V Required: Yes NoRoom Setup: Horseshoe Table set up upstairs for 15Additional Details: Contintental Breakfast followed by lunch**FOOD & BEVERAGE:**F&B Required: Yes No Menu/Price per Person \$20pp for breakfastala carte lunch added to final billSpecial Requests: please send lunch order ahead of time

Additional Details: _____

PRICING:Room/Setup Fee: \$ 100.00 Deposit: \$ _____ Date: _____Food + Beverage Fee: \$ 300.00 Balance Due: \$ _____ Date: _____Subtotal: \$ 400.00Tax: \$ 19.88Gratuity: \$ 80.00Total: \$ 499.88 + lunch bill added to final bill**TERMS & CONDITIONS:****Booking & Guest Count:**

- Events must be booked a minimum 10 days in advance, including menu and planned attendance.
- Final guaranteed guest count required 7 days in advance.

Payments:

- Deposit of \$500 is due at time of booking.
- Final/balance payment is due 7 days prior to event.
- Additional guests will be charged the day/night of event.

Cancellation Policy:

- If canceled more than 72 hours prior to event — 50% refund. The 50% cancellation penalty may be applied to a future event if rebooked within 48 hours of cancellation.
- If canceled within 72 hours — no refund.

All food and beverage must remain on premise. No take outs allowed.**For buffets, food will be replenished for a maximum of 2 hours.****APPROVAL:**

Client Signature: _____ Date: _____

TLC/Apex Signature: _____ Date: _____