



Maxim Events

by

The Fiddlers Three

420 Eastern Ave  
Shelbyville, IN 46176  
317-392-4371  
thefiddlersthree@sbcglobal.net

This agreement made and entered into on \_\_\_\_\_ (date) between Maxim Events and (the client) \_\_\_\_\_ is a binding agreement.

**Deposits**

- The Client agrees to pay a \$500.00 deposit to secure this date.
- **A \$250.00 Damage Deposit is due no later than 7 business days prior to your event.** This check will be voided 7 days after event if no damage or excessive cleaning is needed after your event.
- No refunds on deposits for Saturday event cancellations at any time, with the exception of your Damage Deposit. Saturday cancellations due to change of event date require a new non refundable deposit. All other cancellations, excluding Saturdays, will be refunded in full if cancellation is received at least 6 months prior to your scheduled event date. Cancellations after 6 months will be refunded at 50%.
- **50% of your balance will be due 45 days prior to your event.**

**Payment Options**

- Check is preferred. Final payment must be made 7 days in advance.
- Visa or Mastercard can be used with an **additional 4%** service fee added to total payment

**Bar Regulations**

- Indiana State Law **prohibits outside liquor to be brought onto the premises.** Anyone caught with outside liquor will be asked to leave and this could result in termination of the event. **ALL liquor MUST** be purchased through Maxim Events.
- A Certificate of Liability Insurance, which you can obtain from your homeowners insurance carrier, must be on file with Maxim Events no later than 7 days prior to your event. This should be free of charge.

**Decorations and Miscellaneous**

- If Maxim Events is available, you are able to decorate the day before your event at no extra charge.
- Nothing can be affixed to the walls, ceiling, lighting or fixtures.
- Maxim Events will not be responsible for any decorations brought into the facility.
- All decorations must be removed following your event.
- Maxim Events will not be responsible for lost or stolen items.
- Use of Maxim for a Saturday event is based on 6 hours.
- Room assignments will be at the discretion of Maxim Events based on your final headcount.

**Rental of Building ONLY WITHOUT A DINNER PACKAGE**

- Rental of Maxim Events is based on a flat \$200.00 per hour charge. Charge includes Maxim staff member on site for your event. One additional hour prior to the start of your event and at the conclusion of your event are included for decorating and clean up. Tables, chairs and dance floor are included in rental.
- Food Waiver Must be signed releasing Maxim Events from any liability for food or beverages brought in.
- It is forbidden by law to bring in any beverage containing alcohol.
- All alcohol purchases must be made through Maxim Events.

**Building Charges with Dinner Package**

**A flat \$2.00 per person charge for building use for events under 225 guests will apply. Children are free. (Charges assessed at final count)**

Responsible Party: \_\_\_\_\_ (Please Print)

Date of your Event: \_\_\_\_\_ Approx. Headcount \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Phone # inc. Area Code \_\_\_\_\_