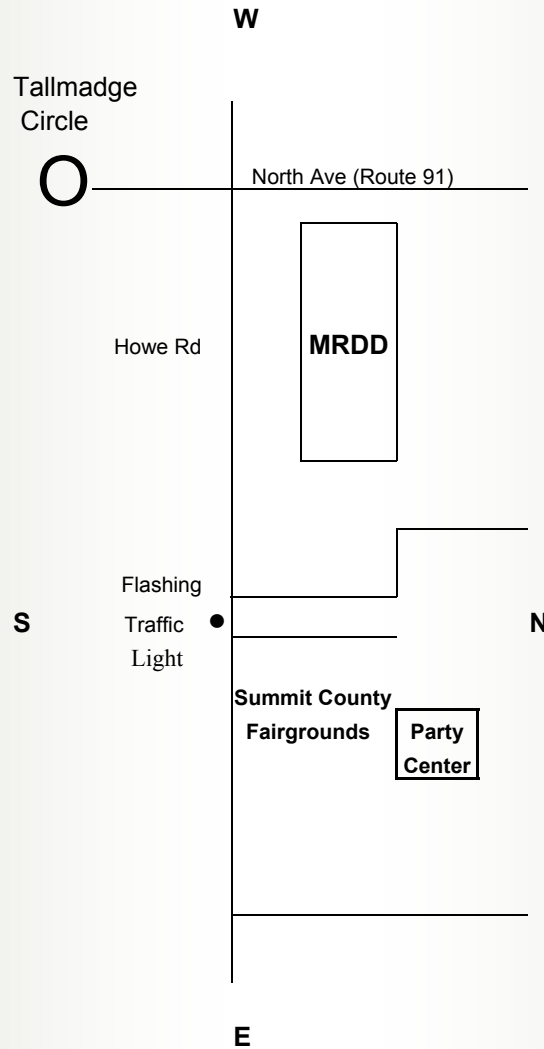




The Virginia O'Casek Party Center offers a touch of elegance at an affordable price. The hall, located in our administration building, offers 5,700 square feet of space, with kitchen and restroom facilities. The hall has both fluorescent and soft lighting, is handicap accessible and air-conditioned.

Virginia O'Casek Party Center



**Located at the
Summit County Fairgrounds**

**229 East Howe Road
Tallmadge OH 44278**

Phone: 330-633-6200
Fax: 330-633-2518
E-mail: summitofair2@aol.com

Cost \$800.00

GENERAL INFORMATION

Includes:

- * Use of Hall
- * *Kitchen Facility provided on the day of the reception for caterer to serve from. Caterer is permitted entry two hours prior to food service time.*
- * *Tables and chairs to accommodate up to 250 guests.*
- * *Set up and tear down of tables and chairs.*
- * *Wishing Well*
- * *Portable Bar*
- * *Centerpieces - Mirrors and/or Globes
Lessee provides inserts for globes and any desired decoration for mirrors*

Linens:

Lines can be provided for an additional cost. Our Guest Tables are 60" Round. The Head Tables, Food Tables, DJ Table and Gift Tables are 8' x 30"
All Lines come in White or Ivory 90"x90" \$4.00 each
Napkins come in a variety of colors \$.50 each
There is a charge for lost or ripped linens.



SECURITY DEPOSIT~

Deposit of \$200.00 is refunded two weeks after the event if there are no damages or forfeitures. Lessee is responsible for any and all damages concurred during the event. If there are damages, the deposit, less costs, will be refunded once repairs are made. Lessee is responsible for any cost of repair that exceeds the deposit amount

PAYMENT REQUIREMENTS ~

A deposit of \$150.00 is due upon signing of contract. Balance of rental plus security deposit must be paid, in full, four (4) weeks prior to the rental date.

SECURITY ~

Lessor shall arrange for a Tallmadge Police Officer. Lessee is responsible for making cash payment to Lessor on the day of set-up for services rendered by the Tallmadge Police. The Lessor shall make payment to the Officer at the end of the reception. If payment received from Lessee is not adequate to cover the entire fee, the Lessor shall pay the fee and deduct balance from security deposit before refunding. If payment received from Lessee is more than adequate to cover the fee, the balance remaining shall be returned to the Lessee when the Lessor refunds the security deposit.

CANCELLATIONS ~

- * If cancellation is made within ten days from the date the contract was signed, the deposit is refunded only if the contract was signed prior to three weeks before the event.
- * If cancellation is made three weeks or more prior to the event, the deposit is refunded only if the facility can be rented for the same date.
- * If cancellation is made less than three weeks prior to the event, the deposit is retained by the Lessor and the Lessee is responsible for payment of the full rental package.
- * All cancellations must be made either by certified mail or in person to the authorized agent of the Virginia O'Casek Party Center.



RENTAL PERIOD ~

- * The hall is available for decorating for a two-hour period the day prior to the rental.
- * The hall will be open the day of the rental three hours prior to "food serving" time for deliveries, DJ and caterer. The hall can be open earlier if advance notice is given.
- * The hall opens to guests on hour prior to "food serving" time. The rental period is for 5-1/2 hours from the opening time for guests.
- * Additional hall usage over time specified above shall be \$50.00 per hour.

DECORATIONS ~

Decorations are NOT permitted on the walls and/or ceilings. Bird seed and confetti are not permitted.

TABLES ~

- * Round tables are provided for guest tables
- * Head Table(s), DJ Table, Caterer Table(s), Cake Table and Gift Table shall be 8' tables unless other arrangements have been reviewed

CLEANING ~

Lessee is responsible for bussing tables during event, cleaning kitchen after event, clearing of all trash and debris and placing trash in designated receptacles

NOTICE ~

In the event of extreme weather or natural disaster, the Virginia O'Casek Party Center, and its affiliates, will not be responsible for any cancellations, power outages, or any other unavoidable Occurrences

