

Ashton *Ap* Place

SERVICE AGREEMENT

341 75TH STREET • WILLOWBROOK, IL 60527 • PHONE 630-789-3337 • FAX 630-789-3331 • WWW.ASHTONPLACE.COM

Agreement Date: Tuesday, September 16, 2025 **Event Day & Date: Friday, April 24, 2026**

Client Name(s): JS Sterling Morton High School West

I.D. #

Address: 2400 Home Ave

City: Berwyn

State & Zip Code: IL 60402

Main Contact: Dustin Heap

Email: dheap@jstmorton.org

Phone: 708.446.3128

Ashton Place Coordinators Jen & Ann

Event Type: Prom

Event Start Time: 6PM

Guaranteed Minimum of #500 guests will be used to determine the minimum charge to the client.
Price of \$40 per person Classique Magnifique. Subject 15% Service Charge/Tax Exempt. **Gratuity amount is at the Client's discretion.**

Number of Rooms: 4

Max capacity: #800 (Varies depending on seating arrangements and floor plan)

PAYMENT INFORMATION (OFFICE USE ONLY)

Initial Deposit due at Signing	Amount \$1000.00	Date:	Type:	Initial:
Additional Deposit of \$3,000 Due				
Payment Date:	Amount:	Type:	Initial:	
Payment Date:	Amount:	Type:	Initial:	
Payment Date:	Amount:	Type:	Initial:	
Payment Date:	Amount:	Type:	Initial:	
Final Payment: Due in Cashier's Chk or Dist. Chk.	Amount:	Date:	Type:	Initial:

All deposits must be received by due date or contracted room space will be voidable at the discretion of Ashton Place.

In the event of cancellation, Ashton Place will retain all deposits and pre-payments. All cancellations must be in writing. If client fails to submit a cancellation notice a minimum of 6 months preceding the event date the client will be held responsible for the amount of the guaranteed minimum. In addition to forfeiting any deposits and pre-payments.

All Credit/Debit card transactions, except initial deposit, will incur a 3.5% transaction service fee. The Maximum Allowed on a Credit Card Is \$3,000.00.
Credit/Debit Card payments are not accepted 30 days prior to event taking place. No American Express payments accepted.

If the client defaults on any obligations under this contract, all incurred charges (including but not limited to court costs, attorney fees and/or collection fees) in pursuing legal action to recover payments and/or pursuing or defending the enforcement of the term of this contract will be paid by the client.

The final guarantee may not fall below the guaranteed minimum number of guests or guaranteed minimum charge stated above. The client will be charged for the final guaranteed number or the actual number of guests served, whichever is greater. Final Payment is to be paid 7 days prior to event in Cash or Certified Check.

Ashton Place Reserves the right to use Photography from any event hosted on premises for Social media, publication, advertising, and sales material.

EVENT INFORMATION

Event Time: 6-11 PM	Entrée:	Meal Serve:
Bar Package: N/A	Cocktails:	Bar Reopens:

SPECIAL INFORMATION

Includes Linens/Stage – Dinner Options TBD

FINAL PAYMENT

FINAL PAYMENT MUST BE IN A CERTIFIED CHECK OR CASH- DUE NO LATER THAN SEVEN (7) DAYS PRIOR TO THE EVENT DATE
Service Charge will be billed separately. Any payments less than seven (7) days prior to event date **MUST be CASH ONLY.**
Client(s) Initials _____

THE UNDERSIGNED PARTIES AGREE TO THE ABOVE AND ENTER INTO THIS CONTRACT WITH ASHTON PLACE

Signature of Client(s): 	Date: SEP 19 2025
Ashton Place Representative: <i>Ann Johnson & Jennifer Rojas</i>	Date: 09/16/2025

Ashton Place

In order to ensure your event at Ashton Place is executed as beautifully and smoothly as you, and those after you deserve, we respectfully request your acknowledgment of the following policies we have set into place.

Deposits & Payments

- To reserve a date, an initial deposit is due at the signing of the contract. The deposit is non-refundable, date transfers are at the discretion of Ashton Place management. All transfer requests must be submitted in writing and will incur a transfer fee.
- Initial deposits and additional deposits can be made in cash, personal check, certified check, or money order. Credit cards are not preferred, however, can be accepted with limitations. No American Express cards.
- A cap of \$3000 in Credit/Debit card payments per event is the maximum we can allow a service charge fee of 3.5% will be incurred for all credit/debit card payments after the initial deposit. Credit/Debit payments will no longer accepted in the 30 days prior to event date.
- Final payment & 15% Service Charge is due 7 days prior to your event and must be in certified funds or cash.
- **No Personal Checks or Credit Card Payments can be used for Final Payment.** If final payment is paid any later than 7 days prior to event, payment must be cash.
- When food or beverages are being served, a final guaranteed number of guests must be given to Ashton Place no later than Ten (10) days prior to the event. The client will be charged for the final guaranteed number or the actual number of guests served, whichever is greater

Agreement

- Events must begin and end at the times stated on your agreement. Your room(s) will be available for your personal set up at least one hour prior to the contracted start time. Set up timing must be discussed with your Ashton Place coordinator. Set up time cannot be guaranteed due to other events taking place prior to yours and the time required to clean and reset the room.
- Unforeseen natural or weather-related occurrences are not under Ashton Places control. We are not responsible for weather related outages or conditions that may affect the scheduled events. We will do everything possible to correct the problem as quickly as possible so that the event proceeds. Money paid is not refundable if such an instance beyond our control occurs.
- Should you need a date transfer it will be determined by Ashton Place management if the date change is going to be allowed. A fee of no more than \$1000 to transfer the date will be determined by management due to the potential loss of revenue on original date. Date transfers are done as a courtesy, not as a right and are based on availability.
- Ashton Place reserves the right to photograph or use photographs from all events, including clients and guests at our discretion for, but not limited to: promotions of advertising, website, and social media. Signature of this document grants permission for use of all photography pertaining to your event.

Food & Beverage

- Only food prepared by Ashton Place or approved caterers are allowed at functions. Cake and candy are the only exceptions. \$1.50 per person cake cutting fee is implemented to cake brought in from outside bakeries. Home made goods are not allowed to be brought in, nor are food/ drink allowed in lobby area.
- Insurance and health department regulations prevent us from serving food which has not been prepared under the certified conditions of our kitchen. We are also not able to release leftover food or beverages to you or your guests.
- Menu Selections should be made final one month prior to your event.

Guest Attendance

- Your final guest count is due at least 10 days prior to your event and should be finalized before your final meeting with your coordinator.
- If additional guests should arrive unexpectedly on the day of your event, however, the cost will be double the per guest cost. These guests must be paid for in **CASH ONLY** prior to the food serve. We will do our best to accommodate them with the same meal if we have it available, a meal will be provided, which may vary depending on availability. It is encouraged to contact each guest that has not RSVP'd to avoid unexpected guests, as this can cause and unnecessary disruption to the table set ups etc.
- We reserve the right to admittance and to ask any guests to leave the premises if they are not abiding by our policies or if we feel they are causing disruption or danger within the facility.
- Ashton place is not liable for any personal injury or damage to you, your hired vendors, guests or their respective property caused by the negligent or intentional act or omission of any party.

Cancellation Policy

- All deposits are non-refundable. If a cancellation occurs less than 6 months of your scheduled event, the contracted person(s) will forfeit all paid deposits and will be responsible for 60% of the amount on the agreement. Cancellations occurring within 3 months of the event date will remain responsible for up to 100% of the amount on the agreement based on the amount of loss on the rented venue space. If the client defaults on any obligation under this contract, all incurred charges (including but not limited to court costs, attorney fees and/or collection fees) in pursuing legal action to recover payments and or pursuing or defending the enforcement, of the term of this contract will be paid by the client.

Vendors & Decorations

- Vendors, including event planners hired from an outside source should contact your coordinator regarding timing and policies and must also abide by all terms and conditions of Ashton Place. Ashton Place coordinator must approve of all timelines within the venue and concerning venue staff. Vendors must also provide a certificate of liability insurance if requested by Ashton Place prior to event
- Ashton Place has the authority to control all volume levels.
- Confetti, rice, sequins, glitter or any similar type material may not be used. Smoke, Fog and Bubble machines are also not allowed. A minimum of \$250 cleanup/damage fee will be assessed for any breach of this policy. Client is responsible for intentional or unintentional damage to any property belonging to Ashton Place.
- Each banquet room is equipped for the electrical requirements needed, entertainers are responsible for using caution (conversion box) to not overload the outlets, as this may cause in a result of power failure.
- No signage or decorations can be affixed to doors, walls, windows, or ceilings.
- Ashton Place DOES NOT allow outside linens to be brought in.
- If centerpieces are included in your event, you are responsible for supplying the candles in those centerpieces. You may use battery operated candles or regular candles. Regular wax candles must be in enclosed glass, the flame of the candle must not exceed the lip of the glass enclosure.

Ashton Place Additional Policies

- Ashton Place function sheet is addendum to the agreement, changes must be initialed.
- Ashton Place may alter your room assignments at its discretion to equal or greater space.
- Event Coordinator/Captain will be provided for your event and may differ from the Coordinator you booked your event with due to unforeseen circumstances.
- Décor coming in from a vendor must be taken out of Ashton place within an hour of events contracted event time. Vendor must agree and sign a waiver to this upon being contracted by bride and groom. This form must be returned to your coordinator at your final meeting one week prior or the vendor will not be allowed to set up décor.
- You are responsible for the conduct and actions of your guests and vendors. Ashton place assumes no responsibility for such parties' actions. Event planners hired from an outside source must abide by Ashton Place agreement and must communicate all timelines concerning Ashton Place and our staff through the assigned Ashton Place coordinator.
- Children must be supervised by an adult at all times and CAN NOT be allowed to run freely, especially in lobby area.
- We do provide some equipment through us for a small usage fee we do not guarantee that this equipment will be available.
- In the event of an unforeseen cost increase to meat/produce due to shortage from disaster/disease outbreak cost may increase up to \$5 per person and in extreme cases, alternative menu will need to be chosen.
- **Under No Circumstances is Paan allowed at Ashton Place.**
- A final meeting with your Ashton Place event coordinator is required one week prior to your event, items you would like set up by your coordinator must be dropped off the day prior to your event.
- Ashton place is not responsible for any items left on the premises which are lost, stolen, or damaged. Any hazards concerning items left behind are also not the responsibility of Ashton Place.
- Please note your scheduled meal service time. If meal service is delayed more than 30 minutes through no fault of Ashton Place's, you will incur a fee of \$1.00 (plus tax) per guest, per half hour, payable in cash only on the day of the event.
- Overtime is \$500 in ½ hour increments up to 300 guest count. Overtime is granted based on availability of function space and the discretion of management.

By signing you are agreeing to abide by all policies within the Ashton Place Agreement.

Clients Signature _____

Date: **SEP 19 2025**

Ashton Place Coordinator _____

Date: **09/16/25**