



Vendor Agreement: Entertainment

The following agreement is intended to assist you and LaMalfa to make this event a complete success. We look forward to working with you and ask that any special requests be made (10) days in advance by contacting LaMalfa at (440) 357-9333 or by email at lamalfa@lamalfa.com.

- You are responsible for the delivery, set-up and removal of all equipment. Set up may begin two (2) hours prior to the event start time the day of the event. Tear down must be completed within one (1) hour after the event end time.
- Upon your arrival at LaMalfa please check in at the sales office of the Banquet Facility. You will be informed where to unload your equipment. We ask that **NOTHING** be delivered through the front lobby doors of LaMalfa or Holiday Inn.
- All entertainment is equipped with an 8 ft. skirted table and access to electrical outlets. Any other "special" requests (i.e. additional electrical needs for soundboards or speakers, additional tables, additional set-up or removal time, etc...) must be arranged (10) days in advance with the Event Coordinator at LaMalfa.
- The timeline and schedule of events must be discussed with the Ballroom Captain prior to beginning any announcements. Introductions **MAY NOT** begin until the ballroom captain has given approval and all salads have been served (if dinner is sit down)
- The sound level of your music cannot exceed a 83.7 on our Sound Level Alert instrument.
- The use of any "special effects" must be approved by LaMalfa (10) days prior to the reception. "FOG/HAZE" machines, pyro techniques, sparklers or fireworks of any kind are strictly prohibited.
- "Dancing on the Clouds" effect can only permitted if the dry ice method is used.
- Use of confetti or glitter in ANY room is prohibited (a clean-up fee of \$500.00 will be assessed to client if any GUEST, decorator or entertainment vendor uses confetti or glitter).
- The use and/or placement of special lighting, screens, photo booths, etc... must be approved (10) days in advance with the Event Coordinator at LaMalfa.
- Please remain professional at all times while on our property. Proper attire is required when setting up your items.
- Seek out the Ballroom Captain of your event as the contact person for any questions or concerns. You are also required to follow his/her directives if needed.
- LaMalfa requires the client to provide a meal and seating for their entertainment. Please look for your company name on the seating chart for your table assignment.
- Please enforce our company policy that ALL guests on the dance floor MUST keep their shoes on at all times and beverage glasses are NOT permitted while on the dance floor. We ask all entertainment to continuously make announcements to remind guests of this policy.
- Announcements for "Last Call" are STRICTLY PROHIBITED!
- A signed copy of this agreement is required to have in the file of every event, **NO EXCEPTIONS!**

Please complete and return no later than 30 days prior to event date:

I have read and understand the above requests made by LaMalfa and will contact LaMalfa with any special requests or concerns.

Signature: _____

Date: _____

Print Name: _____

Event Date: _____

Company Name: _____

Contact #: _____

Event Name: _____

MUST BE SIGNED BY OWNER OF THE COMPANY

Mail to: 5783 Heisley Road, Mentor, Ohio 44060