



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 general@lamalfa.com

- You are responsible for the delivery, set-up and removal of all equipment. Set up may begin two (2) hours prior to event start time the day of the event tear down must be completed within one (1) hour after the event end time. If time exceeds one hr. there will be a fee of \$100.00 charged to the client if the policy is not adhered to.
 - Upon your arrival at LaMalfa please check in at the front desk at the Northeast entrance of the building. You will be informed on where to unload your equipment. We ask that NOTHING be delivered through the front lobby doors of LaMalfa or Wingate by Wyndham Hotel.
 - All entertainment is equipped with an 8ft. 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 LaMalfa catering office at general@lamalfa.com
 - 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.
 - The sound level of your music cannot exceed an 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 be permitted if the dry ice method is used.
- If entertainer chooses to use fog machine without the permission inwriting from LaMalfa and the fire alarm sounds off, a fee of \$250.00 will occur before the DJ can resume music (power will be shut off until payment is received).
- 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 LaMala catering office.
 - Please remain professional at all times while on our property. Proper attire is required when setting up your items. Proper attire required at all times. No muscle shirt's or sleeveless shirts. Dress attire is formal.
 - Seek out the Ballroom Captain of your event as the contact person for any of your questions of concerns. We are here to make the event successful. You are also required to follow his/her directives if needed.
 - LaMalfa requires the client to provide a meal and seating for their entertainment. We serve all entertainment last after all guests have been served. Please look for your company name on the seating chart for your table assignment. The LaMalfa team does not know where you are sitting.
 - Please enforce our company policy the ALL guests on the dance floor MUST keep their shoes on at all times and beverage glasses are NOT permitted on the dance floor. If a spill should occur, stop music and quietly walk to the bar staff to inform of a spill or broken glass immediately for cleanup. We ask all entertainment to continuously make announcements to remind guests of this policy. If shoe policy is not adhered to by guests, power to entertainment will be shut off until policy is enforced. Guests breaking this policy will be asked to leave.
 - 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: _____ Contract # _____

Event Name: _____

MUST BE SIGNED BY OWNER OF THE COMPANY Email to: general@lamalfa.com