



*J.W. Jones Hall
P.O. Box 1
Caledonia, N.Y. 14423
585-538-4626*



Weddings

Banquets

Parties

Welcome to J.W. Jones Hall. We are under new management and are here to help make your event a special event.

We are here for all your needs from planning a wedding or banquet to any special event. We are here to help you make it a wonderful experience.

We offer a full bar from special packages to just a cash bar.

We offer complete set up and clean up services with no extra charge.

We also offer table ware settings at a small price.

Whether you are thinking of a sit down dinner or a buffet, or a picnic style party our staff can make it happen.

Whatever your event is we can make your special event enjoyable and memorable.

Please consider our facility for your next party. For more info or to customize your affair, please call J.W. Jones Hall for more info.

Sincerely,

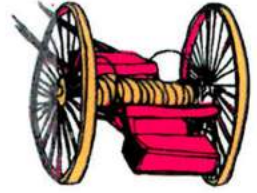
Kathy DeMarco (585-490-8444)

&

THE STAFF AT J.W. JONES HALL



J.W. Jones Hall
P.O. Box 1
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I agree to rent J.W. Jones Hall for \$_____. A 50% non-refundable deposit per day **MUST** accompany this contract. An 8% sales tax will be added to the total bill unless a tax deductible certificate is provided. Total amount needs to be paid in full one month prior to the event.

J.W. Jones Hall will supply **all alcoholic and non-alcoholic beverages** and will be served from _____ to 2 a.m.

J.W. Jones Hall **must** be supplied with a certificate of insurance for any non-container food brought into the hall (Pizza, Cookies, etc.). The booking party assumes all responsibility for any damage incurred to the building, contents, or premises. J.W. Jones Hall **will not** be responsible for loss or theft of personal belongings.

No animals allowed unless a service animal.

Decoration Policy; You may decorate the day before your event (if there is nothing booked). **No tape** is allowed on the walls. Rice, glitter, and confetti are **NOT ALLOWED** inside or outside the building.

Set up & decorate date & time; _____ Front Room/ Back Room
 Eat at _____
 # at Head Table _____ **(Signature of Booking Party)**
 Round Tables **Yes No** _____
 Advise # of people by _____ **(Address of Booking Party)**
 Band or DJ Time _____ to _____
 _____ **(Phone number of booking party)**

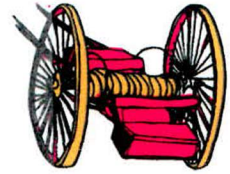
(Signature of Booking agent)

(Note: 21 year old drinking age will be enforced.)

Thank you for your business,
Kathy DeMarco 585-490-8444



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I _____ agree to rent J. W. Jones clubroom for \$100.00.

Jones Hall will supply ALL Alcohol.

NO ALCOHOL MAY BE BROUGHT IN.

No animals allowed unless a service animal.

Decoration policy;

Decorations are allowed on the inside of the building **ONLY (unless it is potted plants along the walkway).**

No tape, thumbtacks, or anything that will damage the walls are allowed to be used on the walls. Rice, glitter, or confetti are **NOT ALLOWED** inside or outside of the building. In the Event of violating this policy, additional charges will be assessed.

If you bring in your own food, a Certificate of Liability from your insurance company is required.

Name _____ Date of Event _____

Start Time _____ End Time _____

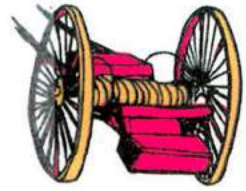
Bar; Yes No Name of Caterer _____

Signature of renter _____

Phone # of renter _____



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Event Planning Sheet

Date of Event; _____

Time of Event; (Day) _____ (Evening) _____

Name of Client; _____

Function; _____

Of Guest; _____ Final Count; _____

Contact person; _____

Phone # _____

Address; _____

Bride's Name; _____ Groom's Name; _____

Bride's Parents; _____ Groom's Parents; _____

Ceremony on site; YES NO Time of Ceremony; _____

Receiving Line; YES NO

Bakery; _____ Delivery Time; _____

Phone; _____

Florist; _____ Delivery Time; _____

Phone; _____

DJ/ Band; _____ Arrival Time; _____

Phone; _____

Caterer; _____ Arrival Time; _____

Phone; _____

Special Request _____

Announcement of Event on Sign; YES NO

Wording; _____

Set up Of The Party

Head Table; YES NO # of Guest; _____ Where; _____

Guest Tables; # of Tables _____ # of Guest per Table; _____

Buffet Lines; # of lines _____ Carving Station; YES NO

Hors D'oeuvres Table; YES NO Punch Table; YES NO

Cake Table; **Round or Banquet** Sweets Table; YES NO **Round or Banquet**

Gift Table; YES NO DJ Table; YES NO **Round or Banquet**

Bar Request

Bar Package; _____

of Hours; _____ Before Meal; _____ After Meal; _____

During Dinner; OPEN CASH CLOSED

Toast; YES NO All Guest; YES NO Head Table only; Reserved Tables;

Champagne Toast; House or Special; _____

Wine Toast; House or Special; _____

Non- Alcoholic Toast; YES NO _____

Wine with Dinner; YES NO _____

Punch; Alcoholic/Non-Alcoholic Type; _____

Punch Fountain; YES NO (extra charge)

Amount Due; _____

Minus Deposit; _____

Total Amount Due; _____

Thank you for your Business,

Kathy DeMarco 585-490-8444