



Music Performance Center  
5445 Transit Road, Williamsville, NY 4221  
Phone: (716) 689-2031  
Email: scott@promusiccenter.net  
www.promusiccenter.net

### Event Contract

**Date Requested:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Host Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Currently a member of PMCC?**      \_\_\_\_\_ **Yes**                      \_\_\_\_\_ **No**

**Number of Guests:** \_\_\_\_\_ **\*Final count must be given 5 days prior to party.**

Please note the following rules and guidelines. PMCC will be open 1 hour prior to guests' arrival time for setup.

#### **Rates:**

The facility may be reserved:

Monday-Friday: 8pm-11pm / Saturday: 9am-11pm / Sunday: 9m-10pm

Room Rental: \$575.00 (4 hours + 1 hour set-up)

Each Additional Hour: \$75.00

Music/Sound & Stage Usage: \$375.00

Member of Staff: \$125.00 (Minimum 1 required, 2 for parties over 75)

\*\*Minimum 2 required for parties with children under the age of 18

#### **Reservations/ Deposit/ Cancellation Policy.**

In order to reserve the facility customers must fill out the private party reservation contract along with a 50% refundable deposit. **We accept cash or check only.** Deposit is refundable if party is cancelled within two weeks advance notice from set date.

### **Decorations:**

PMC will make the facility open for decorating 1 hour prior to the event on weekends or the day before if a weekday, during operational hours.

-Guests may decorate the main room walls, tables & ceilings

**Ceilings may have tacks, Walls may have sticky tack.**

-Customers must provide their own table clothes for decorating.

### **Capacity:**

The facility will seat 120 comfortably.

Available for use:

2 6ft tables, 4 couches, 60 folding chairs, 35 office non-folding chairs,

4 bistro tables with stools, bar area with 10 stools.

Our facility is affiliated with rental companies for tables, extra chairs etc.

Please ask for details!

### **Food:**

PMC can help to complete your event with food from our neighbors at Just Pizza or Falletta's Catering with an affordable discounted rate. Guests are permitted to have private events catered. Please note that we do have large refrigerator and sink that may be used during the events.

**-Alcohol is permitted for parties without minors and is used at the discretion of the party hosts. PMC does not provide alcohol.**

Nachos and Cheese machine usage: \$75.00

Large pretzel machine usage: \$75.00

- Due to possible allergic reactions, please do not serve any foods containing nuts.
- -We also do not allow gum or chewy candies in the facility.

### **Entertainment:**

The facility stage is equipped with a state-of-the-art sound and lighting system.

Any use of the stage and equipment will be an additional \$375.00

Karaoke is available upon request.

PMC is affiliated with my local bands, musicians and DJ's. If you would like more information please let us know.

Music Instrument Rental is available: \$75.00/instrument

I understand the rules and guidelines above.

---

Signature

Date

---

**For office use ONLY**

50% Deposit: \_\_\_\_\_

Balance due at party: \_\_\_\_\_

Number of servers needed: \_\_\_\_\_

Sound Stage needed: \_\_\_\_\_

Rental equipment needed: \_\_\_\_\_

Just Pizza Order: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Fallettas Order: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Additional party notes: