

# Ashton *Place*

## SERVICE AGREEMENT

341 75<sup>TH</sup> STREET • WILLOWBROOK, IL 60527 • PHONE 630-789-3337 • FAX 630-789-3331 • [WWW.ASHTONPLACE.COM](http://WWW.ASHTONPLACE.COM)

**Agreement Date: 6/4/2026**

**Event Day & Date: Friday, May 7, 2027**

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

**I.D #**

**Address: 2400 Home Ave**

**City: Berwyn**

**State & Zip Code: IL 60402**

**Main Contact: Jennifer**

**Email: [dheap@jstmorton.org](mailto:dheap@jstmorton.org)**

**Phone: 708-446-3128**

**Ashton Place Coordinator: Jennifer**

**Event Type: Prom**

**Event Start Time: 6:00 PM**

Guaranteed minimum of 500 guests will be used to determine the minimum charge to the client. Subject to 15% Hall Charge/Tax Exempt. Gratuity is not included.

**Number of Rooms: 4**

**Max capacity: 800 (varies depending on floor plan)**

**Initial Deposit due at Signing**

Amount 1000.00

Date:

Type:

Initial: JR

**Additional Deposit of \$1,500 Due: N/A**

Payment Date:

Amount:

Type:

Initial:

Payment Date:

Amount:

Type:

Initial:

Payment Date:

Amount:

Type:

Initial:

Payment Date:

Amount:

Type:

Initial:

**Final Payment: May 1, 2027**

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 Cashiers 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: 6:00-11:00 PM**

**Entrée: TBD**

**Meal Serve:**

**Bar Package:**

**Cocktails:**

**Bar Hours: TBD**

### SPECIAL INFORMATION

**Includes Linens/Stage Build Out/Soda Bar/Station. Dinner selection 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:

Ashton Place Representative: Jennifer Rojas

Date: 6/4/2026