

Marcy Family Center



*180 Harbor St.
Conneaut Ohio 44030*

We would like to start by saying Thank You for choosing our facility for your special event. We hope your day turns out to be a great success.

CONTRACT AGREEMENT:

- 1. The family center room must be paid in full at least one week prior to the event. The cost of the room is \$200.00.**
- 2. If you are going to cancel, please notify us a week in advance in order to receive a complete refund of \$200.00.**
- 3. The family center holds a maximum of 45 people.**
- 4. You may set up and decorate 2 hours prior to the event as long as the Funeral Home is aware of this.**
- 5. NO CONFETTI, SMOKING, or ALCOHOL!**
- 6. Trash bags are under the sink, trash must be disposed of after your event.**
- 7. A vacuum cleaner is in the closet in the office area, the room must be swept after your event.**
- 8. All tables and chairs must be wiped down, including the sink and counters.**
- 9. Please shut off all lights when you are through with your event & keep heat/ac at specified temp on wall.**

DATE OF EVENT:

TIME OF EVENT:

TYPE OF EVENT

CONTACT PERSON:

PHONE NUMBER:

ADDRESS:

Signature of Contact Person/Date: _____

Signature of Funeral Home Representative/Date: _____