

Thank you for choosing Cescaphe Event Group to plan and host your affair at the Down Town Club. Please read this agreement carefully and call your Event Specialist with any questions or concerns. We would be happy to review your Letter Agreement with you in further detail, should you have any questions. Please do not hesitate to contact our office directly at 215.238.5750.

The details of your event are as follows:

Letter Agreement Date: December 18, 2015

Clients: DCCC Events c/o Krista Jenusaitis

Clients' Address of Record: 430 South Capitol Street SE, Washington, DC 20003

Price Per Person: \$100.00 plus taxes and 20% service fees; vendor meals \$45.00 plus taxes and 20% service fees.

- Am rental buy out 7am \$10,000.00 up to 499 guests.
- Am rental buy out 7 am \$5,000.00 over 500 guests.

Included in these prices are all of the event planning and management services performed by Cescaphe Event Group.

Minimum Guest Count: 400

Deposit Required: \$4,000.00. Please make check payable to Cescaphe Event Group, 925 North 2nd Street Philadelphia, PA 19123 to guarantee the below referenced date at the Down Town Club. This amount will be applied to your event planning. If the deposit is not received along with this Letter Agreement signed within 30 days of the Letter Agreement Date, this contract will be null and void. The event date will no longer be reserved for your affair and will be released for booking by others.

Valet Parking: TBD

Type of Affair: Women's Tea

Date of Affair: Wednesday, July 27, 2016

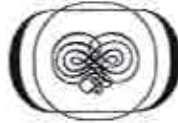
Location of Affair: Down Town Club, 600 Chestnut Street, Philadelphia, PA 19106

Time of Affair: Down Town Club will provide DCCC an exclusive affair and use of facility from 7am - 4 pm.

* If additional set up time is required client to discuss options & pricing with venue

Event ends at 4pm
Not including
breakdown
time





The Down Town Club will provide you, the Clients, with the following:

Champagne Bar

Champagne, accompanied by fresh raspberries, is personally served to greet your guests.

Top Shelf Open Bar

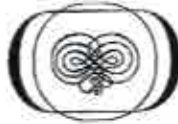
Bar to be open and staffed for a total of ² hours. A copy of the Bar Item Listing, including our Wine List, is enclosed.

Cocktail Reception to include, but not limited to, Chilled Seafood Station, Pasta Station, Sushi Station, and Passed Hors d'oeuvres and two additional stations.

Client will be provided with a Viennese Dessert display and a Chocolate Display. ~~A copy of your menu is enclosed.~~ Final menu to be determined

Down Town Club will supply standard tables, chairs and selected linens for a clean and elegant event.

Down Town Club has an exclusive retainer with Beautiful Blooms for all lighting, draping and furniture upgrades at the Down Town Club venue.



Payment Schedule

The Non Refundable and Non Transferrable deposit of \$4,000.00 made payable to Cescaphe Event Group guarantees the date of your affair. The deposit is to be returned with this signed Letter Agreement. The initial deposit is applied toward your event planning.

The balance due is based on your final guest count. The final guest count and the remaining balance due is required 3 business days prior to the date of your affair and shall be in the form of checks or cashier's checks.

Cancellation Policy

If, for any reason, you cancel the affair more than nine months prior to the date of your affair, you will relinquish your initial \$4,000.00 deposit, and will have no further financial responsibility.

If, for any reason, you cancel the affair within nine months prior and more than six months prior to the date of your affair, you are responsible for ten (10%) percent of the total prices, in addition to the initial \$4,000.00 deposit, and will have no further financial responsibility.

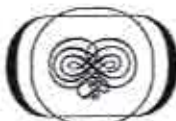
If, for any reason, you cancel the affair within six months prior and more than one month prior to the date of your affair, you are responsible for thirty (30%) percent of the total prices, in addition to the initial \$4,000.00 deposit, and will have no further financial responsibility.

If, for any reason, you cancel the affair within one month prior to the date of your affair, you are responsible for fifty (50%) percent of the total prices, in addition to the initial \$4,000.00 deposit, and will have no further financial responsibility.

Liability/Indemnification

The Clients agree that The Down Town Club and Cescaphe Event Group shall not be liable for damages or loss of any equipment, clothing or other valuables of the Clients and their guests, invitees, independent contractors or other agents at the event venue prior to, during, or following the affair.

The Clients agree to indemnify, defend and hold harmless Cescaphe Event Group and The Down Town Club, and its members, managers, and employees against all damages, liabilities, causes of action or claims caused by Clients, their guests, invitees, independent contractors or agents arising out of or relating to the performance of the reception under this Letter Agreement except those claims arising out of the gross negligence or willful misconduct of Cescaphe Event Group or The Down Town Club.



Force Majeure

The performance of this Letter Agreement by either party is subject to acts of God, war, government regulations, natural disaster, strikes, civil disorder, terrorism, complete curtailment of transportation, or other emergencies making it illegal or impossible to substantially perform this Agreement.

In such an event, prompt notice shall be given by the party canceling pursuant to this section. The party seeking cancellation of performance under this provision must exercise due diligence and take all reasonable steps to avoid, remove and overcome the effects of the force majeure event.

Law and Arbitration

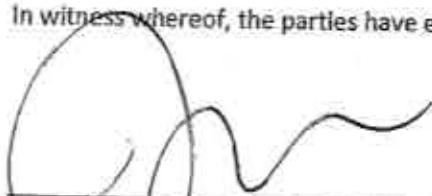
This Letter Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania. Any and all disputes, disagreements, or claims arising out of or relating to or in respect to this Letter Agreement, or any breach thereof, or the scope of arbitrability of this arbitration provision shall be settled by arbitration in Philadelphia, PA in accordance with the rules then existing of: (i) ADR Options Incorporated pursuant to its Rules of Procedure for Arbitration; or, (ii) the American Arbitration Association. The award of the arbitrator shall be final, non-appealable and conclusively binding upon the parties hereto and may be entered in any court having jurisdiction thereof.

Signed Agreement

The exhibits that are referred to on page 2 of this Letter Agreement are part of the Letter Agreement. Please do not return these exhibits; you may keep the exhibits for your reference.

Please sign both Letter Agreements and return one complete four page Letter Agreement to our office, along with your deposit, using the self-addressed stamped envelope provided. The additional signed Letter Agreement is for your records.

In witness whereof, the parties have executed this Letter Agreement as of the date signed below.



Joseph Volpe - CEO, Cescaphe Event Group

Date: 12-18-15



DCCC Events - Client

Date: 1/7/2016