

# Room Rental Contract

(The customer is providing the food)

## ❖ Rates and Collections

- Banquet Room Rental is available for \$300.
- Parlor Room Rental is available for \$200.
- You may only bring food into the facility on Saturday and Sunday afternoons.
  - The time limit on the room rental is 4 hours.
    - Saturday Rental is 11 a.m. to 3 p.m.
    - Sunday Rental is 12 p.m. to 4 p.m.
- Bartenders are not included, but are available for a fee of \$50.
- The room rental needs to be paid in order to reserve the date.
- At the time of the rental payment, you must provide us with credit card information.
  - A fee will be applied to the card if...
    - All trash is not put in the supplied trash cans and all decorations are not removed. (\$50)
    - The room is left with apparent damages. (fee will vary)

## ❖ What You Need to Provide (If not provided, you may be charged for use of our supplies.)

- The food you plan to serve with condiments, serving dishes and serving utensils.
- Any type of item you need to keep your food warm. i.e. extension cords
- Plates, bowls, silverware, napkins etc...
- Cups, ice, coolers for any beverages that you want to bring. (excludes alcoholic beverages)

## ❖ What We Will Provide

- Room Set Up (included)
- Trash Clean up (included)
- Linen Table Cloths.
- **ALL** alcoholic beverages (available for purchase)

Event Date \_\_\_\_\_ Type of Event \_\_\_\_\_

Event Start Time \_\_\_\_\_ Approximate Number of Guests \_\_\_\_\_

Rental Being Paid Upfront \$ \_\_\_\_\_

I agree to the above terms and conditions

\_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

### Credit Card Payment

Name on Card \_\_\_\_\_

Card Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Expiration Date \_\_\_\_/\_\_\_\_ CVC Code \_\_\_\_\_