

**Renter**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

**1. Event Details**

- Type of Event: \_\_\_\_\_ Estimated Guests: \_\_\_\_\_
- Event Date: \_\_\_\_\_ Time: \_\_\_\_\_

**2. Rental Fee and Payment Terms**

- One Day - \$300 / \$150 Non-Refundable Deposit
- Two Days - \$500 / \$250 Non-Refundable Deposit
  - **Your date will be secured on the calendar as soon as the deposit is received.**
- Remaining Balance Due by Event Date.

**3. Included in Rental**

- Main Event Hall
- Tables and Chairs
- Full bar service
- Set up and break down

**4. The Renter agrees to:**

- Maintain the premises in good, clean, and undamaged condition.
- Remove all personal items after the event.
- Cover any damage caused during the event

**5. Decorations and Restrictions**

The Renter agrees to:

- **No glitter, confetti, or similar small decorative materials may be used on the premises.**
- **The use of tape, tacks, nails, staples, or any items that may damage walls, ceilings, or floors is strictly prohibited.**
- All decorations must be removed immediately following the event.

*Damage resulting from the violation of these terms may result in additional charges.*

**6. Alcohol Policy**

- **Outside alcohol is not allowed.**

Renter Signature: \_\_\_\_\_ Date: \_\_\_\_\_