**The Kinberger Building** Venue Rental Agreement

### Scope of Agreement

This Rental Agreement is between The Kinberger Building and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(hereinafter referred to as "CLIENT.") The purpose of this Agreement is to define the obligations of both parties pertaining to the rental of The Kinberger Building.

The venue described/chosen on the rental packages & pricing list will be reserved for you for the date and time stipulated when the deposit is submitted and when this document is read, signed, and returned. Please note that the hours assigned to your event include all set up and all clean up, including the set up and cleanup of all subcontractors that you may use. A credit card is needed on file the day of your event, and will be charged the additional hourly rate listed for your reserved space if all belongings, decor, and trash that cannot be fit into provided receptacles have not been removed from the space or grounds by the stated end-time agreed upon in this contract. It is understood you will adhere to and follow the terms of this Agreement, and you will be responsible for any damage to the premise and site, including the behavior of your guests, invitees, agents or subcontractors resulting from your use of the venue.

### Fees and Deposits

The rental fee and other respective fees for your specific venue is described at the end of this document before the signature space. The balance of the total payment (all fees included) is due 30 days prior to your event, interest will accrue daily and be payable on all amounts which have been due and owing to The Kinberger Building at a rate of 18% per annum.

Upon execution of this contract, a deposit of half the rental amount and half the damage deposit for the agreed space will be required. Said deposit and the signed rental agreement will need to be sent to The Kinberger’s email (thekinbergerbuilding@gmail.com) or delivered in person to Queens’ BZTreaux during coffee shop hours to officially hold the venue for your event. Payments can be made with check, cash, or credit card (3% card processing fee will be added).

Queens’ BZTreaux

57945 Plaquemine Street

 Plaquemine, LA 70764

The deposit is non-refundable but shall be applied to the balance of the total rental fee. If cancellation occurs, all collected funds are **nonrefundable**. All cancellations must be received in writing (email or text message) and acknowledged by The Kinberger.

### Date Change

In the event that the client wishes to change the date of an event or wedding already booked, the kinberger will make every effort to accommodate the client’s wishes, given the space has not already been booked for another event on that same day and time period.

### Damage Deposit

The Kinberger Building requires a damage deposit that will be returned within 2 weeks after your event if no damage is sustained. By signing this contract, you agree to the following rules described below:

NO physical damage to the building, equipment or property.

NO excessive cleaning required as a result of event use.

 All decorations and personal property are to be removed from the venue within the set hours of the agreed upon rental period. This includes venue, rental lofts (if applicable), grounds, catering space, sidewalks, etc.

The Kinberger Building’s furniture, décor, easels, lighting, bar supplies, piano, etc. are to remain in/around the facility once the event is over.

NO violations of any city, state or federal rules/regulations

**Damage Deposit per Rental Option:**

$400 - Required for events with 50 or more guests (Main Hall Only).

$550 - Required for when the Main Hall & Queens’ BZTreaux are both rented.

$275 - Required for events with less than 50 guests.

$200 - Required for bridal suites, groom rooms, and overnight guest accommodations.

### Damage

The Client assumes responsibility for any lost items or damages incurred during the scheduled event. The Client agrees to pay for repair or replacement as determined within 10 days following the event. This may not be fully covered by the damage deposit if the damages/item expenses exceed the amount of said deposit.

### Subcontractors

You are responsible for providing a list of all subcontractors you will be using to The Kinberger Building two (2) months prior to your event OR picking from the options the Kinberger provides. It is your responsibility to make sure all subcontractors have the proper insurance coverage with the proper amounts of coverage. These subcontractors include, but are not limited to, caterers, bar servers, performers, photographers, entertainment, equipment rentals (tables/chairs/tents, etc. outside of what The Kinberger already offers), florists, decorators, sound and lighting technicians, etc.

### Indemnity

The Client shall hold harmless, defend and indemnify The Kinberger Building, its officers, employees, and agents from and against any and all claims, losses, causes of action, judgments, damages and expenses including but not limited to attorney's fees because of bodily injury, sickness, disease, death, or injury to or destruction of tangible property or any other injury or damage resulting from or arising out of (a) performance or breach of this Agreement by Client; (b) Client's use of The Kinberger Building’s premises; or (c) any act, error, or omission on the part of the Client, its agents, employees, guests, invitees or subcontractors, except where such claims, losses, causes of action, judgments, damages and expenses result solely from the negligent acts, omissions or willful conduct of The Kinberger Building, its officers, employees, or agents.

### Event Set-up Limitations

All property belonging to Client, Client's invitees, guests, agents and subcontractors, and all equipment shall be delivered, set up and removed on the day of the event within the agreed upon rental time period. The Client is ultimately responsible for property belonging to the Client's invitees, guests, agents and subcontractors.

### Venue Requirements

Restricted/Employee Only areas are reserved solely for vendors and The Kinberger staff only. Space to store the Client’s empty décor boxes has been designated in the caterers prep area.

Client agrees not to use any decoration that may or is likely to cause damage to the venue, contents of the venue, or property (i.e., tape, nails, screws, staples, etc.). Protective padding must be used under any decorative items resting on the floor, and fixed items shall not be removed unless permission is granted by The Kinberger. Extensive decorating must be discussed with the owner, Jennifer Bezet in advance. Client agrees not to hang anything from the lights. Client further agrees that NO confetti (even biodegradable), paper lanterns, silly string, rice, bubbles, birdseed, silk petals, or glitter will be used in or around the building/property. Real Candles MUST be approved by The Kinberger Building. Damage to linens and/or facilities are subject to damage charges.

Although music (both live and recorded) is allowed, it must be contained at an acceptable sound level so as not to disturb the local surrounding area. Any complaints from neighbors or other parties may require adjustments to the sound level of the music.

### Caterers

The Kinberger is a non-cooking venue. The Kinberger also does not provide drinks, unless a separate service is requested/paid for at the time of the signing of this contract. Caterers or individuals will have use of the covered courtyard for food storage, preparation and presentation. The bar is equipped with ample counter space, 2 small refrigerators, a microwave, and a small oven. Any open flames must be used OUTSIDE.

The Kinberger Building strongly suggests clients to select a catering service from a selection list upon booking. It is The Kinberger Building’s responsibility to make sure the caterers carry liability insurance and have the appropriate health permits and liquor liability insurance, if applicable.

### Alcohol/Smoking

The management and distribution of alcohol at the client’s event is required to be performed by a liquor license holder and a licensed bartender. It is the Client's responsibility to make sure all appropriate rules and regulations are being followed with regard to alcohol distribution and that all required permits are held by the appropriate parties. The Client must obtain a Special Events Insurance Policy with The Kinberger listed as “additional insured” when alcohol is served at an event after 5:00 pm. A copy of the policy must be submitted to The Kinberger at least one week prior to the scheduled event.

*Eventsured.com is one online source, but any insurance company can write this policy.*

The Client shall bear the costs of any and all fines, penalties or fees for failure to follow any rules and regulations related to alcohol distribution issued to The Kinberger Building and its employees, agents, or representatives.

Although the bartending service will manage the distribution of alcohol, the Client is ultimately responsible for the safety of all its invitees, guests, agents or subcontractors, including the distribution and consumption of alcohol as an independent third-party, and The Kinberger Building is any and all claims to the contrary not liable or responsible for any actions of are hereby expressly waived and released. SECURITY WILL BE REQUIRED at the venue’s discretion.

NO other alcohol/liquor may be brought onto the property other than what has been provided for the event by the client/licensed and insured vendor(s). Client's guests that appear to be thirty (30) years of age or under shall be carded by the bartending service. Therefore, they must have either a valid driver's license or a valid picture ID.

Smoking is allowed in designated outside areas only. **Smoking is prohibited inside the building**, this includes covered patio/courtyard areas.

### Capacity/Guest Count

The capacity of the facility is 115 people. If your event exceeds this capacity, Client will be required to also rent the coffee shop (Queens’ BZTreaux) to accommodate up to 150. With any amount of guests over that count, the client will need to contact the Fire Marshal to set up having a Fire Marshal at the event. If Client fails to follow the specific rules and regulations required by the Fire Marshal, Client shall bear any and all fines, penalties or fees The Kinberger Building incurs for this failure.

The Kinberger Building requires a guest count no later than 30 days prior. It is always best to add 10% to the guest count expected, as we know not everyone will RSVP to your event. The Kinberger Building will count guests as they enter the building. Over attendance above the guest count provided is subject to additional charges/fees.

### Renting of Queens BZTreaux

The coffee shop space must be rented in addition to the venue to accommodate an event with a guest count over 115. The cafe is an operating business 7 days out of the week, so its equipment and supplies cannot be used by vendors or guests, nor can the furniture be removed. Our staff can move furniture closer to the walls, however, if necessary to create more space.

If coffee service is desired, we can provide this service at an additional cost, and an open coffee bar will be provided. You will need to book the barista service at least 2 months prior to your event to ensure staffing.

Individual guests can pay for their own items, or you can pay for your guests by providing a credit card the day of your event to keep a running tab. The tab will be closed out by the end of the event. This tab will include the cost for staffing (set amount per barista) and the beverages served. Only Kinberger staff will be allowed to use Queens’ BZTreaux’s supplies and equipment.

### Taxes and Gratuity

Louisiana State Law requires a 10.25% tax to be applied towards the food, beverages, and certain additional rental items (notated with \*) portion of the bill. A taxable gratuity may/will be applied to the total bill (such as: catering, beverages, etc.) dependent on the service provider you select.

###  Security

Clients must secure a uniformed police officer for the date of the event with The City of Plaquemine Police Department.

 (225) 687- 9273 (ask for Tammy Epinette)

Security will remain for the entirety of the event, including clean-up and lockdown of the premises. The rate and number of officers is to be determined by the police department and is based on the type of event and number of guests. Rates are currently $35.00 per officer by the hour. Rates are subject to change - call the Plaquemine Police Department to ensure their rates have not changed.

### Firearms

The Kinberger Building requires that NO FIREARMS be brought onto the grounds, into the venue, and/or dressing spaces; this includes the use of firearms for picture purposes. If you choose to bring any firearms, they must remain locked in your vehicle. The Kinberger Building is not responsible for any lost or stolen firearms.

### Dressing Spaces

Clients of The Kinberger Building have first priority to (3) loft rentals, which can be used as dressing spaces. The loft rentals come at a separate price from the venue, and must be booked with the venue. Otherwise, the loft rentals will not be held for the client and will be accessible to the public.

At the end of your event, only the number of guests that the room accommodates can return to the residential areas. Celebrations **cannot** be moved to sleeping quarters. Check the pricing list below for the amount of guests each loft can accommodate.

As you prepare for the day, we ask that all belongings be removed from the space(s) PRIOR to the ceremony start time, unless the client chooses to rent the lofts for an overnight stay. Place belongings in vehicles and secure them if they are of value. The Kinberger Building is not responsible for any stolen/lost items before, during, or after the event.

After parties/hangouts are not allowed at any of the overnight spaces/grounds. Please be mindful of other guests/workers on the grounds when roaming outside - ladies are not allowed to exit wearing robes or exposed undergarments.

### Weddings/Rehearsals

**We strongly recommend a wedding planner/event coordinator for ceremonial occasions, especially. We assist in providing the venue space and making sure everything with the venue runs smoothly; however, we are NOT in charge of your event.**

We **prefer** to reserve Fridays, Saturdays and Sundays for larger-scale events and weddings while having rehearsals/smaller events on Mondays, Tuesdays, Wednesdays, and Thursdays for optimal availability. This way, we can address as many of our clients’ needs as possible. By doing it this way, we can offer you an hourly rate for your smaller-scale events throughout the weekdays, instead of renting the space for the typical preset 6-hour period over the weekend.

### Clean Up

Client shall be responsible for returning the venue to the state in which it was given to them. All property belonging to Client, Client's invitees, guests, agents and subcontractors, shall be removed by the end of the rental period. All property remaining on the premises beyond the end of the rental agreement will be charged at the prevailing hourly rate. Should the Client need special consideration for the removal of property beyond the rental period, this can be arranged prior to the beginning of the event for an additional fee. The Kinberger Building is not responsible for any property left behind by Client, Client's guests, invitees, agents and subcontractors.

The Client is responsible for any damages to the venue and surrounding site. The Kinberger Building will do a general cleanup of the venue at the conclusion of the event, however it is the Client's responsibility to remove all personal belongings from any of the spaces used.

### Event Staff

The Kinberger Building staff, or someone appointed by it, will be accessible throughout your event. They will ensure that the venue and surrounding site are ready for your event, and will meet with you prior to the beginning of your event. They will meet with you again to coordinate the ending of your event.

Typically, TWO MEMBERS\* of The Kinberger Building staff will be provided to facilitate your event. We have the sole discretion to determine the number of personnel available depending upon the specifics of your event. \*This does not include the owner\*

Staffing Guidelines:

1 to 2 employee(s) provided and paid for by The Kinberger Building (depending on event size)

4

### Right Of Entry

A representative of The Kinberger Building may enter the building and all the premises at any time and on any occasion. Said location shall be always under the charge and control of The Kinberger Building. Additionally, The Kinberger Building retains the right to use and/or license the use of such portions of its facility as may not be covered by this Agreement.

### Liability

The Client assumes responsibility and liability for all guests, as well as injury to any guests invited to the event. RN First Assist Services, LLC, (DBA) The Kinberger Building, and/or Queens’ BZTreaux does not assume any responsibility or liability for guests or vendors of the client.

### Force Majeure and Termination

The ability to execute this Agreement by either party is subject to the Acts of God, including but not limited to hurricanes, flooding, earthquakes, fires, etc., as well as any government intervention, staff disputes and strikes, civil disorders, terrorism, or other emergencies. Should the event be cancelled through a Force Majeure event, all fees paid by Client to The Kinberger Building will be returned to Client within thirty (30) days or transfer funds to another date.

The Kinberger Building reserves the right, at any time prior to or during your use of the facilities, to cancel your reservation and terminate your agreement in the event of emergency physical damage to the building, or other occurrence which at the sole discretion of The Kinberger Building renders the venue unsuitable or unsafe for use, or which requires use of the venue for emergency purposes. Such occurrences including, without limitation to any of the following:

1. Fire, flood, earthquake, weather damage, other casualty or Act of God causing physical damage to the building or surrounding area.
2. Improvements, alterations, or repairs required by law or otherwise necessary to put or maintain the building and facilities in a safe and fully functional condition including unexpected delays in said repairs.
3. Fire, flood, equestrian/livestock, earthquake, Act of God, war, or riot creating an emergency situation requiring The Kinberger to be used for coordination of relief efforts or emergency housing and storage.
4. Power failure, restrictive curfews, or other causes beyond the control of The Kinberger Building which render the facility unfit for intended use.

In the event that your reservation and this Agreement are terminated pursuant to this provision, The Kinberger Building will refund your rental fee. The Kinberger Building shall not, however, be held responsible for any direct, indirect, incidental or consequential damages resulting from such termination.

### Broadcast Rights

The Kinberger Building reserves all rights for outgoing telecasts and broadcasts. In addition, all rights for the making of films or recordings for the purpose of distribution are reserved by said venue. Any special permission granted by the venue for the aforesaid purposes must be approved in writing in advance.

### Authorization

The person(s) signing the Agreement on behalf of the parties each warrant that they are authorized to make agreements and to bind their principals to this Agreement.

### Acceptance

Upon signing of this legal document, a fully executed Agreement will be in force.

### Enforcement of this Agreement

This Agreement constitutes the entire Agreement between the parties and may not be modified or amended except by an instrument in writing signed by both parties. This Agreement shall become effective between the parties when signed by each party in the space indicated below. It shall be constructed under the laws of the State of Louisiana. In the event of any dispute between the parties, including but not limited to civil litigation and collection actions, the parties agree that the prevailing party shall be entitled to all costs incurred to enforce this contract, including, but not limited to reasonable attorney's fees, expert witness fees, disbursements and court costs, including appeal.

I/We have read and understood the above rental agreement policies of The Kinberger:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Client Signature Printed Name Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Kinberger Building Printed Name Date

Initial Here to give permission for photos from your event to be posted on The Kinberger Building/Queens’ BZTreaux website and social media pages \_\_\_\_\_\_\_

Legal Disclaimer: If you have any issues with our services, please contact us and give us the chance to fix the problem BEFORE leaving negative or neutral feedback.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Client Signature Printed Name Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Kinberger Building Printed Name Date

**Address For Invitations & Directions**

 The Kinberger Building

 57955 Plaquemine Street

 Plaquemine, LA 70764

**Mailing/Drop Off Address for Physical Payments & Documents**

Queens’ BZTreaux

57945 Plaquemine Street

Plaquemine, LA 70764

***Please reference your wedding date in the "Memo" blank of the check if you opt for a physical form of payment. Please call or email at any time if you have any questions****.* (225) 401- 4093 / thekinbergerbuilding@gmail.com

 **Pricing List/Packages**

***\*Cleaning & damage fees are non-negotiable\****

**\**All rental periods include time for set-up, event duration and breakdown\****

***Outside of large-scale and/or catered events, hourly rates will be considered depending upon the type of meeting or gathering; for Celebrations of Life, specifically, we carry different rates - Contact The Kinberger with specifics and details for pricing.***

**Main Hall & Bar**

**GREATER THAN 50 PEOPLE**

Maximum Capacity: 115

\*6 hour minimum, except for Sundays\*

4 Hour Rental (Only available on Sundays) - $1,200

6 Hour Rental (Monday through Wednesday) - $1,400

6 Hour Rental (Thursday through Saturday) - $1,800

12 Hour Rental (any day of the week) - $3,200

$150 for each additional hour

$250 cleaning fee

**Main Hall & Bar**

**LESS THAN 50 PEOPLE**

Maximum Capacity: 50

\*6 hour minimum, except for Sundays\*

4 Hour Rental (only available on Sundays) - $900

6 Hour Rental (Monday through Wednesday) - $1,000

6 Hour Rental (Thursday through Saturday) - $1,500

12 Hour Rental - $2,200

$125 for each additional hour

$150 cleaning fee

**Main Hall, Bar & BZTreaux**

**\*REQUIRED FOR EVENTS EXCEEDING 115 GUESTS\***

Maximum Capacity: 150

 \*6 hour minimum, except for Sundays\*

4 Hour Rental (only available on Sundays) - $1,700

6 Hour Rental (Monday through Wednesday) - $2,000

6 Hour Rental (Thursday through Saturday) - $3,500

12 Hour Rental - $5,000

$175 for each additional hour

$400 cleaning fee

**BZTreaux Only**

**\*when booked alone, event must begin after 2:00PM\***

**\*Depending on season, may only be available if the Kinberger Main Hall is occupied\***

 Maximum Capacity, including patio: 35

\*4 hour minimum - any day of the week\*

4 Hour Rental (Monday through Wednesday) - $600

4 Hour Rental (Thursday through Sunday) - $800

$100 for each additional hour

 $150 cleaning fee

**Bridal Suites & Groom Rooms/Guest Accommodations**

**\*3 Available Onsite / Guaranteed availability if booked with event\***

\*4 Hour Rental minimum\*

12 Hour Rental - $700 per room

Additional hour(s) - $100 per hour

12 Hour Rental + Overnight Stays - $860

\*check-in & check-out times will vary depending on other scheduled events & bookings\*

$100 cleaning fee per room

1 Downstairs, Sleeps 6, Full Kitchen, Laundry

2 Upstairs, Sleeps 4, Full Kitchen, Laundry

***Rental Pricing for use outside of wedding parties***

Overnight stay - $200

Cleaning fee - $100

 **Photo Session**

**\*Availability subject to scheduled events\***

2 hour rental - $175

Each additional hour - $75

**Damage Deposit per Rental Option:**

$400 - Required for events with 50 or more guests (Main Hall Only).

$550 - Required for when the Main Hall & Queens’ BZTreaux are both rented.

$275 - Required for events with less than 50 guests.

$200 - Required for bridal suites, groom rooms, and overnight guest accommodations.

**The rental fee includes the use of the following, based on the space reserved:**

* Main Hall
* Bar area
* Outdoor courtyard
* Restrooms
* Bridal suite/groom room(s), if rented with chosen space
* 2 large rectangular tables
* 8 - 60” round tables (seats 6-8)
* 8 - 31” adjustable round tables (cocktail or regular height, seats 2-4)
* With BZTreaux reserved, 5 tables with chairs, 3 loveseats, 5 coffee tables
* Tablecloths for all tables in Main Hall - White or black
* 115 chairs, optional (fruitwood chiavari & removable off-white seat cushions)
* Piano
* Oval 4’ x 6’ wooden decorative table in Main Hall

\*Tables & chairs will be provided based on the number of guests you have booked for\*

**If you would like the Kinberger building to coordinate and provide additional services and items that are within the capability of our staffing and space, we would be happy to provide you with a quote. However, we do encourage you to use our provided decor since it is included in your rental price.**

**Client Information**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Print)**

**Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_For: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Alternate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Rental: \_\_\_\_/\_\_\_\_/\_\_\_\_**

**Rental Period and Time Slot:**

**\_\_\_\_ All day rental (12 hours) from \_\_\_\_\_\_AM/PM to \_\_\_\_\_\_\_AM/PM**

**\_\_\_\_ 6 hour rental (Monday - Saturday) from \_\_\_\_\_\_AM/PM to \_\_\_\_\_\_\_AM/PM**

**\_\_\_\_\_ 4 hour rental (Sundays only) from \_\_\_\_\_\_AM/PM to \_\_\_\_\_\_\_AM/PM**

**Amount of extra hours \_\_\_\_\_\_\_\_**

**Event guest count \_\_\_\_\_\_\_\_\_**

**Alternate Contact (Mandatory)**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Print)**

**Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Alternate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Client Selections**

**Venue Rental Total $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Damage Deposit $\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Notes\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Cleaning Fee $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Notes\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Additional Rental Hours \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_$\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Will alcohol be served? Circle YES or NO**

**\_\_\_\_\_Check if event is after 5:00 pm (security is required)**

**Security (per officer) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_$\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Bridal Suites/Groom Rooms/Guest accommodations - 3 available (Circle which option)**

**Time Slot or Overnight Rental\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_$\_\_\_\_\_\_\_\_\_\_\_\_**

**Time Slot or Overnight Rental\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_$\_\_\_\_\_\_\_\_\_\_\_\_**

**Time Slot or Overnight Rental\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_$\_\_\_\_\_\_\_\_\_\_\_\_**

**Other**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_$\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Event Total $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**First Payment = 50% of total venue rental + 50% of damage deposit = $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Paid: \_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_**

**Remaining Due (30 days prior to scheduled event) $\_\_\_\_\_\_\_\_\_\_\_**

**Date Paid: \_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_**

**Damage Deposit due 14 days after event $\_\_\_\_\_\_**

**Date Returned by: \_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_**

**Event Notes**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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