

## FACILITY RENTAL AGREEMENT

- 1) A down-payment of \$100 is needed to hold your reservation.
- 2) You may cancel 30 days before the date you have reserved and get your \$100 refunded.
- 3) Full payment is due 5 days prior to the event. (This is not refundable)
- 4) You may decorate and set-up early for the event, providing there is not another function at that time.
- 5) We will help with table set-up and provide disposable table coverings. (You may bring your own, if you desire something different).
- 6) We are not allowed to sell you any type of alcoholic beverages, but you are able to purchase and serve your own, and it becomes your responsibility.
- 7) You may carry in your own food or use the services of any caterer. We also have Pammy K's here in Eleva.
- 8) We ask that you please remember to pick up any garbage and dispose of it in the proper containers. There will be an additional \$50 charge for clean up if there is unnecessary work to be done after the party is over.

IF YOU HAVE ANY QUESTIONS, PLEASE FEEL FREE TO ASK. THANK YOU SO MUCH FOR WORKING WITH US — WE KNOW YOU WILL HAVE A WONDERFUL TIME!!!

DATE OF EVENT: \_\_\_\_\_ TIME RESERVED: \_\_\_\_\_

PAYMENT: \_\_\_\_\_ BALANCE DUE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE#: \_\_\_\_\_

SIGNED: \_\_\_\_\_

Carlene/Duane Schultz

Person/Persons Renting Facility

DATE: \_\_\_\_\_