



Deposit \$ _____ Rec'd _____
Balance Due \$ _____ Rec'd _____
PAID IN FULL _____
Deposit Refunded _____

EVENT CONTRACT & OVERVIEW

Contact Person: _____ Rental Date _____

Event Type:

_____ Wedding/Reception
_____ Party

_____ Meeting/Class
_____ Fundraiser

Event START Time: _____ am/pm Event END Time: _____ am/pm Guests Expected (400 MAX): _____

Set-Up Time (3 HOURS):

_____ 9 AM DAY OF EVENT
_____ 5 PM EVENING BEFORE EVENT
_____ CUSTOM TIME (\$100 per additional hour) _____

Company/Organization: _____

Address: _____

City, State, Zip: _____

Work Phone: (____) _____ - _____ Home: (____) _____ - _____ Cell: (____) _____ - _____

Email: _____

I acknowledge that I have read, agree to, and received a copy of the "Hilltop Banquet Center Rental Terms & Conditions".

Caterer (if Applicable): _____

Rental Rates & Fees - The renter agrees to pay the following rental rates and fees;

Refundable Deposit: **\$200**

Banquet Center Rental Rate: **\$800**

Optional Cleaning Fee **\$100** (payment due in advance)

IMPORTANT INFORMATION TO REMEMBER

MAX CAPACITY IS 400.

Pick up keys _____.

The balance of the rental fee must be paid IN FULL 30 days PRIOR to the event.

The banquet center may be accessed for decorating purposes the evening prior to or day of the event.