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

Deposit Refunded _____

EVENT CONTRACT & OVERVIEW

Contact Person: _____ Rental Date_____

Event Type:

____ Wedding/Reception ____ Meeting/Class
____ Party ____ 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: $1000
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.