



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 Times: The Banquet Center is available for setup starting at 3 p.m. on Friday and 8 a.m. on Saturday.

[PLEASE PRINT]

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".

Signature: \_\_\_\_\_

Caterer (if Applicable): \_\_\_\_\_

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

Deposit: **\$200** (refundable after final inspection)

Banquet Center Rental Rate: **\$1050**

Optional Cleaning Fee **\$100 + Full Deposit** (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.