



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: **\$1250**
- 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.