

# The RECEPTION CENTER *at Highland Gardens*



## Rental Agreement

Weekday: \_\_\_\_\_

Name/Title Renter: \_\_\_\_\_ Event Date \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Events: \_\_\_\_\_

Bride: \_\_\_\_\_ Groom: \_\_\_\_\_

### Terms

- Rental price: Monday-Wednesday \$1,650, Thursday \$1,950, Friday & Saturday \$2,250
- \$500 deposit to reserve the date, additional \$500 deposit for date change
- Balance is due the week before the scheduled event
- Refund policy: If you need to cancel, the deposit will be refunded if we are able to rebook your date
- Maximum Seated Occupancy: 160

I accept the above terms

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

### Payment - For Business Use Only

Deposit \$ \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Invoice # \_\_\_\_\_

Balance \$ \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Invoice # \_\_\_\_\_

### Set-up & Clean-up

- Set-up is 9:00 a.m. the day of the event and clean up at 11:00 p.m.
- We are in charge of setting up and taking down the tables, chairs and linens.
- You are responsible for all food clean up. This includes cleaning the kitchen, bussing tables etc. We are not responsible for the way food is handled in our facility.
- At the end of the event, please take home everything that is yours and we will do the rest.

### Policies & Procedures

- NO alcohol of any kind allowed on the premises. Initial \_\_\_\_\_
- Rental time is 9:00 a.m. -12:00 a.m.
- Noise Ordinance, as per city code, requires no loud music after 10:30 p.m.
- Due to the nature of our atrium facility we may experience minimal drips on rainy days.
- On hot summer days we are able to cool to the mid seventies. Initial \_\_\_\_\_