







Thank you for considering your event at our facility!

## **BOOKING DETAILS:**

Rates are based on event details, ballroom choice, season & availability. Saturdays are prime rental time and most popular. **Sun—Fri rates available for less charge** and can be discussed with your promoter.

Deposit is due at time of booking to hold your desired date. We allow payments to be made on both deposits and rental fees. In the event of cancellation, refunds are available *based your contract details*.

Unique to many other venues, you have the option of All inclusive packages OR you book A la carte.

Tables, chairs, lighting and sound already included.

Use of kitchen available for your event if booked.

We provide bar service for your event. Different options available.

Decorations are available through us, you can also utilize your own.

Outside catering is allowed. We are also happy to suggest vendors for you.

Cleaning is included in your event fee up to Two hours. If additional cleaning is needed, you will be notified and the additional cleaning fees will be taken out of your security deposit. Details are discussed in your rental contract.

We recommend event insurance for your protection, however it is not required.

Professional security is required for all events at additional charge. To be discussed.

It is required to have an <u>available</u> contact person the entire time of the event including set up and take down. This person will be listed on the contract as the supervisor in charge of the event.

Child supervisor is required if your event will be hosting young children. Our balconies are closed off to children under 15 years of age.