



NAME OF EVENT:

CONTACT #:

DATE OF EVENT:
(Layout due 10 days before)

EVENT TIME:

PLEASE NOTE:
Events must start and end according to the time listed on the contract. Time can be added up to 10 days before event. All decorations and guests must be out of the facility and the doors must be locked by the contract end time. No party may exceed midnight. Failure to be out of the facility by the contracted end time will result in forfeiture of the damage deposit.

All food must be served from buffet tables on dance floor or from kitchen, unless plastic runners are used to protect the carpet. Nothing may be hung from painted walls or light fixtures. Nails, command hooks, etc. damage our walls and fixtures. Any damage that results from non-compliance to these rules will result in forfeiture of the damage deposit. Please read the policies regarding decorations.