

Name _____

Address: _____

Email Address: _____

Cell: _____ Alternative: _____

Date of event: _____ Expected Number of Guests _____

Start time: _____ Clean up: _____ Finish Time: _____

Contact Person During the Event _____ Phone _____

Type of Event _____

This rental includes a _____ hour time block (includes setup and take down of event) at the rate of _____. Oak Point Events will host and provide tables and chairs for the event.

Initial When Read

_____ For each additional hour(s) requested/stayed there will be a charge of \$120.

_____ The \$500 security deposit is required to secure the Main Hall no later than 90 days prior to the event. The deposit will be refunded within 10 business days after, provided the contract is fulfilled, and no damages have been made.

_____ The full rental amount is due 30 days prior to the event. For a full refund, cancellations must be made 90 days prior to the event. Cancellations made within 60 days of the event will result in a 10% withholding of the full rental fee. Refund check will be mailed within 30 days of the initial notification. No refunds will be given for cancellations made within 30 days of the original date of the event.

_____ Oak Point Main Hall does not allow confetti (including glitter or sparkles) or items to be tacked to the walls or ceiling. Candles will only be allowed upon advanced approval. Any items remaining after the event will be disposed of.

_____ The clean-up deposit will be used to cover any items that have been added to your event that were not previously approved by the Manager. This includes but not limited to: food, candy, decorations, etc.

_____ A hostess will be present for the entire event. The host does set up chairs and tables prior to the event. All event preparation is the responsibility of the lessee and must be done within allotted rental hours. For events after 10 pm, a licensed security guard(s) will be required and there will be an additional charge of \$50 per hour.

_____ All children must be accompanied by an adult when outside the Main Hall.

_____ Oak Point Releases any liability during event and rental party assumes full responsibility for any occurrences.

_____ Advertised price include cash / check discount. Payments made by credit card will be charged an additional 4% Service Charge.

_____ Alcohol is allowed at your own risk. No extra charge will be applied and liability insurance is optional but recommended. If you intend to serve alcohol, you are required to sign a liability release form.

How did you find out about Oak Point Events? _____

Additional Notes: _____

Additional Services

- | | | | |
|---|-------|--|---------------------------|
| <input type="checkbox"/> Equipment Package #1 | \$200 | <input type="checkbox"/> Equipment Package #2 | \$250 |
| <input type="checkbox"/> Projector and Screen | \$200 | <input type="checkbox"/> Main Hall additional hours | \$120/hour |
| <input type="checkbox"/> Outside Ceremony fee | \$200 | <input type="checkbox"/> Outside Ceremony – folding chairs | \$1.50/chair (Qty. _____) |

Total Amount Due _____ **on (Date)** _____.

Rental fee *30 Days prior to date of event*

\$500 Security Deposit paid on (Date) _____ via Cash Check Credit Card

CC# _____ Exp. Date _____ V-Code _____

The deposit will be refunded with in 10 business days after, provided the contract is fulfilled, and no damages have been made.

Full Rental Fee paid on (Date) _____ via Cash Check Credit Card

CC# _____ Exp. Date _____ V-Code _____

Additional Payments if applicable _____

Signature of person responsible for payment	Printed Name & Date
Contract Accepted By	Hosted By