



EVENT AGREEMENT

Date of Event: _____

Type of Event: _____

Honoree(s): _____

Set up

Beginning time: _____ Ending time: _____

Event

Beginning time: _____ Ending time: _____

Clean up

Beginning time: _____ Ending time: _____

Number of Guests: Invited _____ Expected _____

Facility Fee (for the above agreed upon date): _____

Rental fee: _____

Non-refundable deposit: _____

Damage deposit: _____

Amount due 30 days before event: _____

This signed contract and \$300 non-refundable deposit are required to secure your date. The damage deposit will be refunded by mail the day after your event if there are not any damages done to the facility beyond normal wear and tear.

Responsible party: _____

Home address: _____

Phone: _____

E-mail: _____

In consideration of a non-refundable deposit of _____, Queen Anne's
Events agrees to reserve the date of _____
for an event to be given by responsible party.

Responsible party for payment: _____

Representative of Queen Anne's Events: _____

Guidelines and Rules:

- Candles must be drip-less.
- No nails, screws, or any other devices may be inserted into the physical structure of the building. Inside furniture may not be taken outside. Chairs used for outdoor ceremonies must be rented.
- You are responsible for removing all items brought into Queen Anne's Events by midnight on the day of your event.
- The facility is to be returned to its pre-activity condition. Trash is to be bagged and disposed in outside dumpster.
- Queen Anne's Events is a non-smoking facility. Receptacles are provided outdoors where any smoking must take place. Smoking in the building will result in the forfeit of the Damage Deposit.