



**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: \_\_\_\_\_

Lessee's five hour block of time for the event doesn't include set-up and clean-up times; however, all guests and vendors must be out of the building by 12 midnight. Access to the building will be no earlier than 9 a.m. There will be an additional charge of \$300 per hour for any extra hours that are used for the ceremony and reception beyond the five hour block of time.

**Number of Guests:** Invited \_\_\_\_\_ Expected \_\_\_\_\_

Facility Fee (for the above agreed upon date): \_\_\_\_\_

Rental fee: \_\_\_\_\_

Non-refundable deposit:                     \$1000                    

Damage deposit:                     \$500                    

Amount due 30 days before event: \_\_\_\_\_

This signed contract and \$1000 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.
- Beer and wine will be purchased and served through Queen Anne's Events. We do not serve liquor. If you desire liquor at your event, there will be a "buy out the bar" fee of \$800. A Special Occasion Permit must be purchased from the Alcoholic Beverage Control Commission and you must hire your own bartender. In addition, a satisfactory certificate of insurance including Host Liquor Liability must be provided 30 days before the scheduled event.