

Deposits, Cancellations and Amenities

Booking Policy..... 1/2 of the room rental and a signed rental agreement is required to hold date. The balance is due 10 business days prior to the first day of your event. Events booked within 14 days of event date require a non-refundable payment equal to the total rental fee with the signed rental agreement. Additional deposits may be required.

Cancellation Policy..... Notification of the cancellation of an event must be received no later than 60 days prior to the event date to receive refund of down payment. All cancellations must be in writing. If date is changed, the cancellation policy becomes null and void and down payment will be retained if event cancels.

Additional Fees.....

Damage Deposit – Equal to room rental (if applicable)
Kitchen Cleaning Deposit - \$100.00 (paid separately)
RV Parking Space Rental - \$25.00 per day (w/electrical)
Riser 1' tall - \$10.00 (per 4'x8' panel)
Stage 4' tall - \$15.00 (per 4'x8'xpanel)
Hanging of Banner - \$50.00
Additional Hanging of Items – Quote
Dance Floor - \$10.00 (per each 3'x 3 sections, max 27'x27')
Bar Station - \$25.00
Linens - \$7.50 each (lap length)
 \$12.50 each (floor length)
 Available colors: Black, White and Ivory
Stage Lighting - \$25.00 to \$50.00 (based on usage)
Internet Service - \$25.00 per day
Phone Line - \$25.00 per day
Electrical Surcharge – Quote

- DJ/Audio
- Catering/Decorator
- Party Rentals

LCD Projector - \$100.00
Screen - \$30.00
Wired Microphone - \$25.00
Wireless Microphone - \$50.00
CD Player - \$30.00
DVD Player - \$30.00
TV/VCR or DVD - \$50.00
Copies - \$0.10
Easels - \$10.00