



## Special Event Room Rental Agreement

Today's Date: \_\_\_\_\_ Honoree(s): \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #'s: Cell: \_\_\_\_\_ Alt #: \_\_\_\_\_ Fax: \_\_\_\_\_ Work: \_\_\_\_\_

Email: \_\_\_\_\_ How did you hear about us?: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Type of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Room to be rented: \_\_\_\_\_ # of Guests: \_\_\_\_\_ Rental Fee: \$ \_\_\_\_\_ Package:  Platinum  Gold  Silver

*Extras: (Payment for all extras are due one (1) month before your event. See attached invoice\*)*

Bar -  Cash  Open  Centerpieces -  Yes  No  Security Guard (\$17.50/hr)  Linens

Deposit: \$ \_\_\_\_\_ Date: \_\_\_\_\_  Cash  CC -  VISA  MC  CK # \_\_\_\_\_

Balance Remaining: \$ \_\_\_\_\_ Refund to: \_\_\_\_\_

### Payment Schedule (payments due on or before the due date):

Date: \_\_\_\_\_ Amount Due: \$ \_\_\_\_\_ Amount Pd: \$ \_\_\_\_\_  Cash  Ck# \_\_\_\_\_  CC \_\_\_\_\_

Date: \_\_\_\_\_ Amount Due: \$ \_\_\_\_\_ Amount Pd: \$ \_\_\_\_\_  Cash  Ck# \_\_\_\_\_  CC \_\_\_\_\_

Date: \_\_\_\_\_ Amount Due: \$ \_\_\_\_\_ Amount Pd: \$ \_\_\_\_\_  Cash  Ck# \_\_\_\_\_  CC \_\_\_\_\_

Date: \_\_\_\_\_ Amount Due: \$ \_\_\_\_\_ Amount Pd: \$ \_\_\_\_\_  Cash  Ck# \_\_\_\_\_  CC \_\_\_\_\_

Date: \_\_\_\_\_ Amount Due: \$ \_\_\_\_\_ Amount Pd: \$ \_\_\_\_\_  Cash  Ck# \_\_\_\_\_  CC \_\_\_\_\_

*(Upon last payment, you are required to make an appointment to discuss layout & arrangements of extra)*

Caterer Name: \_\_\_\_\_ Type of Food:  Hot  Cold

The above party agrees to lease the premises of Villa de Cortez for a special event as described above. The parties leasing the premises will be responsible for any damages occurring during the event and/or lost or stolen property. A refundable damage deposit is due upon signature of this agreement. If customer decides to cancel or transfer a reserved date a fee will apply. **Any cancellations will result in a loss of all monies released to Villa de Cortez.** The Villa de Cortez will provide you with the best service available and will make every effort possible to make your event a wonderful experience. **\*\*Please notify your guests on invitations that the Ballroom parking is on the 2<sup>nd</sup> Floor of garage.**  
Customer Signature: \_\_\_\_\_

**RESPONSIBILITIES AND OBLIGATIONS OF VILLA DE CORTEZ:** Villa de Cortez will coordinate needed security guards at a fee and cleanup after the event and provide a banquet captain during the entire event. We will assist with the planning of the event as requested. Villa de Cortez will provide you with a preferred caterer list that you can choose from. Caterer is responsible for the removal of any and all trash resulting from outside catering.  
Villa de Cortez Representative: \_\_\_\_\_