



Special Event Room Rental Agreement

Today's Date: _____ Honoree(s): _____

Contact Person: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone #'s: Cell: _____ Home: _____ Work: _____ Email: _____

Date of Event: _____ Type of Event: _____ Time of Event: _____

Room to be rented: _____ # of Guests: _____ Rental fee: \$ _____ Packages: Gold Silver BYOP

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

Bar - Cash Open Centerpieces - Yes No Security Guard (\$15/hr.) Linens

Deposit: _____ Date: _____ Cash Receipt _____ CC _____ Check # _____

Balance Remaining: \$ _____ Refund to: _____

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

Date: _____ Amount Due: \$ _____ Amount Paid: \$ _____ Cash Check _____ CC _____

Date: _____ Amount Due: \$ _____ Amount Paid: \$ _____ Cash Check _____ CC _____

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

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 2nd Floor of the Parking 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: _____