

**TODAY'S DATE:** \_\_\_\_\_

**EVENT DATE:** \_\_\_\_\_

**NAME OF LESSOR:** \_\_\_\_\_

**PHONE1:** \_\_\_\_\_ **EMAIL1:** \_\_\_\_\_

**PHONE2:** \_\_\_\_\_ **EMAIL2:** \_\_\_\_\_

**TYPE OF EVENT:** \_\_\_\_\_

**GUEST COUNT:** \_\_\_\_\_

(If guest count goes up, there will be a change in rental price)

**EVENT START TIME :** \_\_\_\_\_ **END TIME:** \_\_\_\_\_

(If event runs past your end time, an additional charge of \$300 hour will be assessed for each hour)

**DECORATION START TIME :** \_\_\_\_\_ **END TIME:** \_\_\_\_\_

(2 hours are part of your agreement and are free. Hours above the 2 hours are charged at \$75 per hour)

**OTHER:**

**SIGNATURE NAME** \_\_\_\_\_ **DATE** \_\_\_\_\_

**SIGNATURE**

**INCLUDED IN YOUR RENTAL AMOUNT ARE:**

1. The areas of the Ballroom and Lounge.
2. Tables with White or Black tablecloths for 100 along with 100 chairs.
3. Elegance Ballroom has Tables and Chairs for 200.
4. We have these stretchy bands free of charge: Circle one.

Red Royal Blue Gold Black White

Additional tables chairs, chair covers, and available decorative chair bands are extra.

SEE PRICING LIST

5. A \$1500 deposit is required to hold the requested rental date. This deposit will also be used against any damage that may occur during the event. If there is no damage your deposit will be returned 7 business days after the event. This date will be:

6. This deposit will not be returned if the event is cancelled within 20 days of the event. If the event is cancelled 21 days & beyond the event, deposit will not be returned but however we will work with you to accommodate another time, permitting availability.

7. Full Payment for the event should be paid within 7 days of the event

***Please initial that you understand the above.***\_\_\_\_\_

**ADDITIONAL REQUIREMENTS:**

Mandatory security by Plano Police Officers will be obtained by elegance ballroom but will be paid by lessor the night of the event. it is required that two officers for the first 100 people and an additional officer is required for each additional 100 guests. payment to the officers will be in cash at the end of the night(\$55 per hour while drinks are available.) If fighting or disorderly conduct occurs, security personnel will immediately shut down the event and everyone will be asked to leave the premises.

***Please initial that you understand the above.***\_\_\_\_\_

**ALCHOL USAGE RULES:** Absolutely no alcohol of any kind is allowed outside the building during your event. no underage drinking is permitted.

***Please initial that you understand the above.***\_\_\_\_\_

**CLEANING FEES:** A after event cleaning fee of \$300 is required.

***Please initial that you understand the above.***\_\_\_\_\_

**ALL DECORATIONS MUST BE REMOVED FROM SITE AT THE END OF EVENT.** If décor is not removed there will be a charge based on the amount of décor that remains. Minimum charge is \$200. And we shall not be responsible for any damage or loss to the décor items.

***Please initial that you understand the above.***\_\_\_\_\_

**THEFT OR STOLEN PROPERTY:** Elegance Ballroom will not be responsible for any lost or stolen guest items. Any supplied items by Elegance Ballroom not accounted for will be the responsibility of the lessor.

***Please initial that you understand the above.***\_\_\_\_\_

**AREAS OFF LIMIT TO GUESTS:**

The front desk and all offices are off limits to the lessor and their guests attending the event.

***Please initial that you understand the above.***\_\_\_\_\_

**BANDS/D.J. EQUIPMENT/ANY OTHER VENDORS**

It is important that care be taken by Vendors that you hire to come into Elegance Ballroom. No damage should come to the floors/walls/ceilings/equipment's etc.

***Please initial that you understand the above.***\_\_\_\_\_

**CHILDREN:** You and only YOU are responsible for children attending the event, and they must be kept under control. All damages that occur due to the lack of supervision, the lessor agrees to be held responsible for all damages,

***Please initial that you understand the above.***\_\_\_\_\_

**RENTAL PAYMENT SCHEDULE:**\_\_\_\_\_

**RENTAL FEE:**\_\_\_\_\_

**DEPOSIT FEE: \$1500**\_\_\_\_\_

**AFTER THE PARTY CLEANING FEE: \$300**\_\_\_\_\_

**ADDITIONAL FEES:**\_\_\_\_\_

**TOTAL DUE:**\_\_\_\_\_

**PAYMENT TYPE: CASH    CHECK    ZELLE    CREDIT CARD**

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SRI LAKSHMI EVENTS LLC



Zelle

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