



# LINCOLN RECEPTION CENTER

## Event Contract

Please read the following agreement carefully before signing. This contract is binding to all the terms and conditions set forth. Seating is for approximately 160 guests inside. (See suggested seating arrangements for more details. Additional space is available outside, weather permitting).

Name(s)/Hosting Party \_\_\_\_\_

Address: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name Of Caterer: \_\_\_\_\_ Phone: \_\_\_\_\_

Date Of Event: \_\_\_\_\_ Type Of Event: \_\_\_\_\_ Est. Guest Count \_\_\_\_\_

Type Of Tables Requested (please circle preferred type, or both if mixed):      60" Round      8' Rectangle

Arrival Time For Setup: \_\_\_\_\_ Start Time Of Event: \_\_\_\_\_ End Time: \_\_\_\_\_ Total Time: \_\_\_\_\_

### Rental Charges

Friday, Saturday and Holidays (\$900 minimum for first 6 hours and \$150 per hour thereafter)..... \$ \_\_\_\_\_

Sunday – Thursday ..... (\$100 per hour) \$ \_\_\_\_\_

Wedding Receptions ..... (\$300 per hour - \$900 minimum) \$ \_\_\_\_\_

Security Deposit (for incidental damages) ..... \$150 \$ \_\_\_\_\_

Attendant(s) Fee (applies on Weekends, Holidays, or Weekday Events Ending After 5 p.m.) \$75-\$150 \$ \_\_\_\_\_

Other ..... \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

Name: \_\_\_\_\_

Staff Signature

Signature: \_\_\_\_\_

Today's Date: \_\_\_\_\_

The following policies are for the rental of Lincoln Reception Center and will assist you in planning your event. The use of Lincoln Reception Center includes all indoor areas, tables, chairs, and amenities. Specific details pertaining to the room and table arrangements will be discussed and established prior to the event. Adjacent outdoor areas are also included however any outdoor needs (decorations, tents, furniture, etc.) are the responsibility of the hosting party. Our professional staff will make every effort to ensure a successful event. In order to help achieve this, please review the following policies and procedures:

## **Catering**

Our preferred caterer is Mountain Town Catering Co. and it will provide servers, real plates, rolled silverware in linen, napkins, beverage table (ice water, iced tea, and lemonade), water goblets at each place setting, dessert table, table linen (choose colors), and set up/clean up. Mountain Town Catering Co. also offers bar options. You are welcome to choose your own catering company or self-cater. Tastings, menu options, and other details are to be discussed by the customer and caterer.

## **Alcohol Policies**

Lincoln Reception Center abides by all Federal, State, and local health and liquor control laws. All Alcohol consumed at Lincoln Reception Center must be provided through a caterer that has a traveling liquor license. The caterer will require proof of legal drinking age before serving alcohol to any guest. Consumption of alcohol by any person under the age of twenty-one (21) will be grounds for immediate termination of your event. Excessive alcohol consumption by anyone will not be tolerated and will lead to their removal and/or closing down of the event. Any abusive or disruptive behavior, damage to facility or equipment, may be grounds for immediate termination of the event as determined by Lincoln Reception Center.

## **Guarantee & Payments**

**To secure the desired date, 50% of the room rental will act as the deposit.** Cancellation 30 days from the date the deposit is made will result in loss of deposit. Deposits for events booked within 30 days of the event are non-refundable. In the event of cancellation, customer will provide notice of cancellation in writing. Final payment for room rental is due thirty (30) days prior to event date, this includes any rental charges, total catering bill, service charge and tax.

## **Outside Vendors**

Lincoln Reception Center reserves the right to approve all outside vendors. This includes but is not limited to florists, DJ's, photographers, decorators, etc. Client must provide a list of all outside vendors in writing at least thirty (30) days prior to event. Please include any special instructions, such as DJ table, chairs, linens, skirting, extension cords, etc. All vendors are solely the responsibility of the client. If your outside vendors will be eating, please include them in your final count.

*(Initials)*\_\_\_\_\_ I have read and agree to all the terms stated in this page of the contract



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RECEPTION CENTER

## **Timeline & Decorations**

Affixing anything to the walls, floors, or ceilings is prohibited. Confetti, glitter, pins, stick pins, tape, duct tape, and glue are not permitted. Any damages that occur will be the responsibility of the customer and security deposit may be forfeited. DJ's, bands or musicians must play their last set by 10:30 pm. The banquet room must be clear of guests and all decorations removed by 12:00 am. unless other arrangements are made.

## **Clean-Up**

The hosting party is expected to remove all trash and decorations from tables, remove all leftovers, trash, and recycling from kitchen area, ensure kitchen counters, floor, and refrigerator are clean, and transfer all waste to the outside dumpster. Lincoln staff will take care of linens and skirting.

## **Liability & Damages**

Lincoln Reception Center reserves the right to control and inspect all private functions. If Lincoln Reception Center management believes additional security is needed for your function, arrangements will be made at the customer's expense. Liability for any damage to the premises will be charged to the client. The person(s) in charge of the function are responsible for conduct of all those in attendance. Smoking is not permitted in any part of the Lincoln Reception Center. Lincoln Reception Center will not assume the responsibility for the damage or loss of any merchandise or articles left on the premises prior to or following the event.

## **Collection Costs**

Client agrees that, in the event litigation or court action is commenced or Lincoln Reception Center incurs costs or attorney fees to collect fees due from client, client will be responsible for all actual costs and attorney fees incurred regardless of the outcome of such litigation or court action.

## **Excused Non-Performance**

If, for reasons beyond our control, including but not limited to, labor strikes, accidents, government restrictions or regulation on travel, acts of war or acts of God, Lincoln Reception Center is unable to perform its obligations, then such non-performance is excused with no other liability upon return of deposit. In no event shall Lincoln Reception Center be liable for consequential damages for any reason whatsoever.

(Initials)\_\_\_\_\_ I have read and agree to all the terms stated in this page of the contract