



Best in Services and Price in the area GUARANTEED

RENTAL CONTRACT

DATE OF EVENT: _____ EVENT TYPE: _____

Packages: Full Package _____: Hall and Decoration _____: Hall only _____

Number of Guests: < 150 guests _____: 150-250 guests _____: > 250 guests _____

Day of Event: Saturday _____: Friday/Sunday _____: Monday-Thursday _____

Full Package items: Hall, Decoration, Food, DJ/MC, Security and Cleaning Fees

Hall only items: Chairs, tables, free ice, and choice of white or black tablecloths, cake table, gift table, DJ table, and catering tables, security and cleaning fees.

Hall and Decoration items: Hall-only items (above), plus centerpieces, stage, backdrop, table runners, plate chargers, napkins, napkin rings, 2 easels for portraits, chair covers, and chair sashes.

DEPOSIT: _____ BALANCE DUE: _____

- Minimum deposit of \$500.00 + Security Deposit check of \$300 is due upon signing the contract
- At least 50% of total payment due one month from the contract date
- Full balance due 30 days before the date of event
- No cancellation refunds 30 days to the date of event
- Client has one week from date of contract (grace period) for full reimbursement due to cancellation
- Client will pay 40% of total contract amount for cancellation made after grace period
- Client is liable for any damages to properties and the building venue made by his or her guest(s)
- Client to hire a TABC certified bartender, if alcohol is to be served at the event
- The management of Star Banquet and Event Center shall refund **only** the client's full amounts, in the event of cancellations due to the acts of nature or unforeseeable incidents.
- Make check payable to STAR BANQUET AND EVENT CENTER

CLIENT (SIGNATURE): _____

CLIENT: (NAME): _____ PH: _____

APPROVED BY: _____

PRINT NAME: _____

DATE APPROVED: _____