



Name/Organization: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Type of function: \_\_\_\_\_ Estimated attendance: \_\_\_\_\_

Date(s) requested: \_\_\_\_\_ Rental Time: \_\_\_\_\_

Please remember you will need to incorporate set-up, decorating, catering, takedown, and cleanup into your rental time.

Choice of room(s): _____	Day(s): _____	Rate: _____	\$ _____
_____	Day(s): _____	Rate: _____	\$ _____
Additional fees: _____	Day(s): _____	Rate: _____	\$ _____
_____	Each: _____	Rate: _____	\$ _____
_____	Each: _____	Rate: _____	\$ _____
_____	Each: _____	Rate: _____	\$ _____
_____	Day(s): _____	Rate: _____	\$ _____
			Subtotal: \$ _____
			Less Deposit: - _____
			Balance: \$ _____

**Reservations, Deposits, & Payments:**

Reservations will be held with a signed contract and a 50% rental deposit. The balance of the estimated charges (including damage deposit if applicable) will be due two (2) weeks before the event. If deposit and/or balance are to be paid by personal check, payment must be received 35 days prior to event. The damage deposit will be returned or additional rental fees will be billed within two (2) weeks of the event.

Business Accounts with a signed blanket contract are exempt from the 50% rental deposit.

**Cancellation Policy:**

User may cancel the reservation 30 days before the event and receive a refund of the rental deposit, less \$25 handling fee. If a reservation is canceled with less than 30 days' notice, the rental deposit will be forfeited.

To guarantee rates quoted, the availability of rooms requested, and all other terms of this contract, this contract must be signed and returned to the Elizabethtown Tourism & Convention Bureau.

**I have received a copy of this contract, rate schedule and rental guidelines. I agree to the above understanding and further agree to abide by all other rules and regulations set forth by the Elizabethtown Tourism and Convention Bureau.**

\_\_\_\_\_  
Client signature

Date: \_\_\_\_\_

\_\_\_\_\_  
ETCB representative

Date: \_\_\_\_\_

**Rental Guidelines**  
**Meeting / Conference and Entertaining Spaces**

**General Rules:**

- For the three business days prior to the event, changes to the room layout are not permitted to ensure adequate time for setup.
- Smoking is not permitted anywhere in the building.
- Client needs to check in with the office before beginning their setup/decorating.
- Candles must be enclosed by glass; there must be no open flame.
- **NOTHING** (including decorations, posters, papers, or displays) may be affixed to walls, ceilings, or light fixtures with **ANY TYPE** of tape, nails, tacks, screws, staples or adhesives. Post-it or Stickies flip chart paper is permitted on walls if pre-arranged with ETCB.
- No glitter, confetti, sprinkles, "silly string", rice, birdseed, flower petals, or bubbles may be used in the facility or thrown outside the building.
- Client is responsible for the cleanliness of the premises and removal of all trash to the dumpster immediately following event.
- Outside signs, banners, balloons, ribbons, etc. are prohibited.
- Client's use of the premises shall not be a nuisance nor disrupt or interfere with other uses of the ETCB facility or its neighbors.
- Loitering is not permitted in the front of the building or parking lot.
- Client is responsible for any damages to the ETCB property during the rental period.
- ETCB is not responsible for any lost or stolen property or any personal or rental items left on the premises.
- ETCB is not responsible for accidents or injuries sustained by the client, its employees, patrons or any persons attending or traveling to/from the event being held.

**Caterer Guidelines:**

- Home-prepared food is not allowed.
- Only insured caterers that are licensed through the city of Elizabethtown are permitted. A proof of insurance liability coverage is required and a copy will be kept on file at ETCB. To purchase an Elizabethtown business license, please visit City Hall, located at 200 W. Dixie Ave., to obtain a license for \$25.
- Deli trays from Kroger, Wal-Mart, etc. are allowed, as well as food delivered from Elizabethtown restaurants.
- All major food preparation must take place off the premises.

**After Hours Rental:**

Rental of the ETCB facility is possible during non-operating hours, but the following restrictions will apply. It is the client's responsibility to make his/her guests aware of these restrictions.

- ETCB will be closed to the general public and the front doors will remain locked.
- Client and guests will have access to the rear entrance of the facility only. It is advised that participants utilize the rear parking area for easier access.
- Participants will have limited access to the other areas of the building. The lobby and information areas are closed during these hours.
- A member of the ETCB staff or contract agent must remain in the facility when it is occupied. After hour staffing rates may apply. Refer to rate schedule for additional information.

**Alcohol Policies: Client leasing the facility must be 21 if alcohol is to be served.**

As the client, if you choose to serve alcohol at your function, you assume all liability for serving it.

- Alcoholic beverages are allowed **only** if provided by a caterer who holds a state ABC liquor license. ETCB can provide a list of eligible caterers. **Absolutely no alcohol will be permitted if not provided by your caterer.**
- Kegs of beer are only permitted when they are located on the patio. Kegs are not allowed in the building.
- Client and guests must be twenty-one to be served alcoholic beverages. Client and caterer are responsible to assure that all rules of 21 are adhered to.
- If alcoholic beverages are to be served, the police security fee will be applied and a police officer will be present throughout your event in place of ETCB staff. For events with more than 60 people when alcohol is being served, additional security may be required for the building and the parking lot.

## RATE SCHEDULE

### Room Rates:

Bluegrass Room.....	\$175.00
Board Room - Maximum 10 people.....	\$350.00
Heartland Room.....	\$325.00
Heritage Hall.....	\$275.00
Lincoln Room.....	\$175.00
Kitchen.....	\$ 35.00

### After Hours Staffing Rates:

After 8pm Monday – Friday; All Saturday, Sunday & Holidays \*

\*A minimum of 4 hours required on Saturday, Sunday and Holidays.

ETCB Personnel.....	\$ 14.00 per hour
Contract Security.....	\$ 29.00 per hour
Alcohol Related, Paid Admission, Concerts, Etc. Police Security.....	\$ 35.00 per hour

### Beverage Service:

Coffee – 18 Cup pot.....	\$ 9.00
Coffee – 30 Cup pot.....	\$ 15.00
Coffee – 55 Cup pot.....	\$ 28.00
Sodas & Bottle Water.....	\$ 1.00

### Internet and Equipment:

Wireless Internet is available throughout the facility as well as DSL ports in each room. The following equipment is available at no charge: Flip Chart Stand / Dry Erase Board, TV/ VCR / DVD, Podium/Microphone.

Multi-Media Projector.....	\$ 75.00
Flip Chart Paper – Regular.....	\$ 16.50
Flip Chart paper – Post It.....	\$ 23.00

\*Equipment use is on a first come/first serve basis.

### Damage Deposit:

A \$300.00 damage deposit will be charged for parties, receptions, dinners, etc., which is refundable if no damages occur or excessive clean up is not required.

**Prices are subject to change without notice.**