

# Historic Elmwood Event Reservation Form

Date: \_\_\_\_\_ Arrival Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_  
Representative of Elmwood: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Renter: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Event Type: \_\_\_\_\_ Expected # in Attendance: \_\_\_\_\_  
Rental Fee: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Balance Due: \_\_\_\_\_  
Credit Card: \_\_\_\_\_ Expiration: \_\_\_\_\_ CVV: \_\_\_\_\_

**\*No pets allowed in house\***

**\*Credit Card is needed to Guarantee Reservation\***

**\*Make Checks to Historic Elmwood\***

## **Half Day Rental**

1 – 15 people: \$50.00  
16 – 24 people: \$75.00  
25 – 40 people: \$100.00  
41 & Over: \$200.00

## **Full Day Rental (Over 5 Hours)**

\$100.00	Open House/Graduations	\$200.00
\$150.00	Groom's Dinner:	\$200.00
\$200.00	Bridesmaid Wedding Prep.	\$150.00
\$400.00	Wedding Reception:	\$200.00
	Outdoor Wedding (no house):	\$200.00
	Wedding with house:	\$350.00

Alcohol Permit: \$25.00

Extra day to set-up and/or take down: \$50.00 per day

## **Clean-up & Laundry Fees**

Table cloths are available for \$5 per card table sized cloth.

Dining room table cloth is available for \$10.

It is the responsibility of the renting party to do a general clean-up (wash and put away your dishes, wipe up any spills, and remove your garbage). The representative of Elmwood assigned to your event will put away tables/chairs after your event. **A minimum of a \$100.00 cleaning fee will be charged to the credit card on this form for any rental that requires additional cleaning.**

## **Waiver and Release**

Any damages or accidents that occur during a rental become the responsibility of the renting party. I agree to indemnify and hold harmless Historic Elmwood and their board of directors against any and all claims, suits, or actions of any kind whatsoever for liability, damages, or compensation or otherwise by me or anyone attending this event. If any damage expenses incur, I agree to reimburse Historic Elmwood. I acknowledge that Historic Elmwood and their board of directors are not responsible for any accidents or damages that occur during this event. I acknowledge that I have carefully read this "waiver and release" and fully understand that it is a release of liability.

Signature of Renter: \_\_\_\_\_

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