

Historic Elmwood Event Reservation Form

Date: _____ Arrival Time: _____ Departure Time: _____
Representative of Elmwood: _____ Phone #: _____
Renter: _____ Phone #: _____
Address: _____ State: _____ Zip: _____
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

Hourly Rental:	\$25/Hour	Wedding Reception:	\$200.00
Open House/Graduations	\$200.00	Outdoor Wedding (no house):	\$200.00
Groom's Dinner:	\$200.00	Wedding with house:	\$350.00
Bridesmaid Wedding Prep.	\$200.00	Private Tour- minimum \$25 or	\$5 / pers.

Alcohol Permit: Purchase at City Hall, 5 East 4th Street

Day Before Event Set Up Request or Day After Clean Up Request: \$25.00/hr

Clean-up & Laundry Fees

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

Dining room tablecloths are 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 damage or accident 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 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 damage 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: _____