Hamilton House Gallery

**8am-1pm Monday-Sat $340 PLUS $100 refundable cleaning deposit ($440 due at booking)**

**2-7pm** **Monday-Sat $340 PLUS $100 refundable cleaning deposit ($440 due at booking)**

**12-7pm on Sundays. $340 PLUS $100 refundable cleaning deposit ($440 due at booking)**

**8am-7pm Monday-Sat $640 PLUS $100 refundable cleaning deposit ($740 due at booking)**

**8am-midnight $1700 plus $300 refundable cleaning deposit ($2000 due at booking)**

**8am -Midnight plus for all 5 bedrooms and gallery for two nights $4000 PLUS $500 refundable cleaning deposit ($2000 due at booking).(Does not include breakfast) Only 15 people are allowed upstairs at the Bed and Breakfast. NO PARTY CAN BE HELD UPSTAIRS!**

**Payments:** Payable by cash, check, or money order, Venmo (@Tonya-Hamilton-3)

or cash app ($hamiltonhouse). We do not take credit or debit cards.

**Cancellations:** No refund if event is canceled.

* Your hours rented include **Setup, Decorating, Event Time and Cleanup.**
* **NO DJs before 7pm**

**Date of Event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hours of Rental \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Paid** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **BY** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Rental Policy**

**Decorating:**

* + No flame candles or fireworks are permitted. You may use battery operated candles.
  + No rice, confetti, glitter, birdseed, sprinkles or sparklers on the premises.
  + Nothing is allowed to be hung from the walls, ceiling, or balcony unless discussed with the Event Manager for their approval one week before your event.
  + We do not provide set up of tables and chairs. You can set up the space in most any configuration you want. Extra chairs and tables are outside in the storage rooms on the patio. We have 12-5ft round tables, 6-6ft rectangular tables, 8-3 ft round tables and 5-3 ft round cocktail (standing at only) tables. 8 people can sit at the 5 ft round, 4 people at the 3 ft round, and 6 people at the 6ft rectangular.

**Patio**

* + Use of the patio is permitted by you and your guests. GUEST CAN NOT SMOKE OR GATHER IN THE FRONT OF THE BUILDING ON TRENTON STREET.

Please place all cigarette butts into ashtrays. And discard all butts with the trash at the end of your event. This is a smoke free facility inside, guest may smoke on the back patio area only.

* + All children must be supervised. Children are not allowed in the Bed and Breakfast space.

**Alcohol:**

* + You may serve alcohol only to guests over the age of 21.
  + You cannot have a cash bar.
  + If you serve alcohol you must have West Monroe Police Security.

**Kitchen:**

* + We have a warming kitchen for you to use.
  + We do not have an ice machine.
  + No frying is allowed in the kitchen.
  + You may bring in a caterer of your choice.

**Music:**

* NO live Music before 7 pm
* **NO DJs before 7pm**
* No large speakers only small speakers allowed before 7pm.

**Cleaning/building Deposit:**

* + There is a check list posted in the kitchen which includes the following:
  + The clean-up deposit will be paid at booking. **Violation of any part of the rental policy could result in losing your deposit**. Deposit will be refunded after the event when management has determined there is no damage to the facility and the space is cleaned following the agreement. You are responsible for any damage made to the facility.
  + Wipe down all the tables that have been used.
  + Floors and walls must be cleared of all decorations and debris swept up. **This includes confetti and/or glitter.**
  + DO NOT stack the chairs against the wall, tables, or pillars. Please leave them at the tables.
  + If you used our linens, please leave them on the tables/chairs. We will spot treat them and then wash them.
  + All items left will be charged a $50 a day storage fee.
  + Spot mop any spills or messes that were made during your event.
  + Clean the kitchen, sink, and counters removing all food from the refrigerator and OVEN.
  + ALL Trash must be emptied and place in the green trash cans on the street. Place all trash from the kitchen, hall, and bathrooms in the green trash cans on the outside to the left by the utility pole.
  + Return all the indoor trash cans to the kitchen.
  + Remove all the cigarette butts from the patio.

Contact Information

Tonya Hamilton 318-366-2412

Sean Hamilton 318-235-8580

314 Trenton Street. West Monroe. LA. 71291

**Rental Agreement**

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

Type of Event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time of Rental \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person Responsible for event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State: \_\_\_\_\_\_\_\_\_\_\_ Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Payments:

Amount Date Type Balance

**Balance $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Balance due \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I have read and agree to all pages of the rental pricing and policy**:

I UNDERSTAND THIS IN NONREFUNDABLE AND NO TRANSFERABLE Intial \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I understand the time I booked is for set-up, event and clean up time. Initial \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Event Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For management only:

Security Deposit returned on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Check #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hamilton House Gallery cleaning checklist

The back patio gate key is in the kitchen on a large wooden block keychain labeled HHI.

Extra tables and chairs are out the back door and in the storage rooms on each side of the door.

**Please follow all the directions below to ensure the return of your full deposit. If you have any questions or when you are finished call Sean at 318-235-8580.**

Wipe down all the tables that have been used.

Floors and walls must be cleared of all decorations and debris swept up. **This includes confetti and/or glitter.**

**DO NOT STACK OR LEAN THE CHAIRS**. Please leave them at the tables.

If you used our linens, please leave them on the tables. We will spot treat them and then wash them.

Spot mop any spills or messes that were made during your event.

Clean the kitchen, sink, and counters removing all food from the refrigerator and OVEN.

ALL Trash must be emptied and place in the green trash cans on the street. Place all trash from the kitchen, hall, and bathrooms in the green trash cans on the outside to the left by the utility pole.

Return all the indoor trash cans to the kitchen.

Remove all the cigarette butts from the patio.

***Linen Agreement***

***First price includes ironing and placing on the tables***

* ***Second price is folded up you iron and set tables.*** If using our linens, half of the total cost is due upon agreement, the remainder is due the week of the event.
* Remove all decorations, trash, and food from the linens.
* **Linens are to remain on the table and chairs after the event.**

Event Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event For: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Color \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Size Ironed Not-ironed

Large Round Table Clothes\_\_\_\_\_\_\_\_\_\_\_ @ $18 a piece or \_\_\_\_\_\_\_\_\_\_\_\_\_ @ $10 a piece = \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rectangle Table Clothes \_\_\_\_\_\_\_\_\_\_\_\_\_\_ @ $18 a piece or \_\_\_\_\_\_\_\_\_\_\_\_\_ @ $10 a piece = \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Small Round Table Clothes \_\_\_\_\_\_\_\_\_\_\_ @ $18 a piece or \_\_\_\_\_\_\_\_\_\_\_\_\_ @ $10 a piece = \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total Rental Fee = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Total Due at Agreement = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (half of the total cost)

Total Due two weeks before the event = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Due on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I have read and agree to all of the above rentals**:

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Rental Agreement For Two day entire building**

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

Type of Event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time of Rental \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person Responsible for event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State: \_\_\_\_\_\_\_\_\_\_\_ Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Payments: Amount Date Type Balance

**Balance $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Balance due \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I have read and agree to all pages of the rental pricing and policy**:

I UNDERSTAND THIS IN NONREFUNDABLE AND NO TRANSFERABLE Intial \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I understand the time I booked is for set-up, event and clean up time. Initial \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I understand that the upstairs (bed and breakfast) are for the overnight guest only.

Initial\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I understand only 12 guest are allowed upstairs at any time. Initial \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I understand no furniture can be moved from one room to another. Initial \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Event Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For management only:

Security Deposit returned on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Check #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_