

Hamilton House Gallery Fees

**8am-1pm $270 PLUS $100 refundable cleaning deposit ($370 due at booking)**

**2-7pm $270 PLUS $100 refundable cleaning deposit ($370 due at booking)**

**8am-7pm $500 PLUS $100 refundable cleaning deposit ($600 due at booking)**

**8am-midnight gallery only $ 1200 PLUS $300 refundable cleaning deposit ($600 due at booking, $900 due 30 days before event.)** **Add on: Each room $100 without breakfast or $120 with breakfast**

**8am -Midnight gallery two nights $ 2100 PLUS $300 refundable cleaning deposit ($1100 due at booking$1300 due 30 days before event.). Gallery two days and all 5 bedrooms for two nights, breakfast not included Add on: breakfast per room each day $20**

**Payments:** Payable by cash, check, or money order or cash app ($hamiltonhouse).

We do not take credit or debit cards or Venmo.

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

Your time include **Setup, Decorating, Event Time and Cleanup.**

**Rental Policy**

**Cleaning/building Deposit:**

* + Deposit will be refunded directly after the event when management has determined there is no damage to the facility and the space is cleaned following the agreement.
	+ **Violation of any part of the rental policy could result in losing your deposit**.
	+ You are responsible for any damage made to the facility. If there is major damage to the facility, you will be asked to pay for the repair of the damage.

**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 15-5ft round tables, 6-6ft rectangular tables, 8-3 ft round tables and 4-3 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.

**Clean-up:**

* + There is a check list posted in the kitchen which includes the following:
	+ Remove all of your decorations, food, and other items from the gallery space.
	+ Clean up any debris or spills from the floors.
	+ Take out all trash, deposit in receptacles outside back fence to the left.
	+ All items left will be charged a $50 a day storage fee.
	+ Remove all cigarette butts and ashes.
	+ Do not stack chairs againt the walls.
	+ Glitter must be swept from the floor.

**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.
	+ All food brought in must be removed at the end of your event.
	+ We do not have an ice machine.
	+ No frying is allowed in the kitchen.
	+ Use of refrigerators, ovens, and induction burners are available to you.
	+ Wipe down all surfaces, microwave, refrigerator and counters before leaving.
	+ Clean out the sink before leaving.
	+ Remove all trash.
	+ You may bring in a caterer of your choice.

**Music:**

* NO live Music Or DJ’s during events ending before 7pm. And music levels must be kept to an inside level.

**Contact Information:**

Hamilton House Gallery

Tonya Hamilton

318 Trenton Street.West Monore. La 71291

(318) 366-2412

***Linen Agreement***

Our linens are folded up and you are responsible for any ironing or placing on tables are you want. If using our linens, half of the total cost is due upon agreement, the remainder is due the week of the event. We must have this form completed no less than 3 weeks before 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Med Round Table Clothes \_\_\_\_\_\_\_\_\_\_\_\_\_ @ $10 a piece = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Chair Covers \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ @ $3 a piece = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Total Due one week before the event = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Due on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

**Rental Agreement**

Event Date:

Type of Event

Time of Rental Event

Person Responsible for event:

Cell Phone:

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

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

**Rental Fee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Refundable Security Deposit \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Linen Fee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Total Due\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**Balance due for Total fee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

I UNDERSTAND THIS EVENT NONREFUNDABLE. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I understand this event can not be canceled with a refund or moved to another date. \_\_\_\_\_\_\_\_\_\_

I understand live music and DJ’s are not allowed for daytime events. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I understand the time I have is for decorating, , event AND clean up time. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

For management only:

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

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