Hamilton House Gallery Fees

**$100 for business meeting 8am-4pm Monday-Thursday**

**Friday-Saturday Rentals**

**$240 for 8am-1pm plus $100 refundable cleaning deposit ($240 due at booking)**

**$240 for 2-7pm plus $100 refundable cleaning deposit ($240 due at booking)**

**$440 8am-7pm plus $100 refundable cleaning deposit ($440 due at booking)**

**$ 1000 8am-midnight plus $300 refundable cleaning deposit ($650 due at booking)**

**$1900 plus $300 refundable Cleaning deposit ($1000 due at booking)**

**for all 5 bedrooms and gallery for two nights (Does not include breakfast)**

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

 or cash app ($hamiltonhouse). No cards can be processed

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

Your hours rented include **Setup, Decorating, Event Time and Cleanup.**

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

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

**Balance due**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date Due** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Rental Policy**

**Cleaning/building Deposit:**

* + Deposit can be paid in cash on the day of event.
	+ 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 foot 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.
	+ 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.

**Linen Rentals**

* 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.**

**Contact Information:**

Hamilton House Gallery

Tonya Hamilton

318 Trenton Street.West Monore. La 71291

(318) 366-2412

***Linen Agreement***

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

***Second price is folded up you iron and set tables***

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

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

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

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

Med Round Table Clothes \_\_\_\_\_\_\_\_\_\_\_\_ @ $18 a piece or \_\_\_\_\_\_\_\_\_\_\_\_\_ @ $9 a piece = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Chair Covers \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ @ $3 a piece or@ $1 \_\_\_\_\_\_\_\_\_\_\_\_\_ = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Table Runners \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ @ \_\_\_\_\_\_\_\_\_\_\_ (prices will vary according to type) = \_\_\_\_\_\_\_\_\_\_

Chair Sashes \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ @ \_\_\_\_\_\_\_\_\_\_\_\_ (prices will vary according to type) = \_\_\_\_\_\_\_\_\_\_

Other Items \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other Items \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mercury glass and candle holders $400 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Willow branch tree with lights $50 each \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total 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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_4

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

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

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

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

Linen Rentals: Yes No Maybe

Payments: Amount Date Type Balance

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

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

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

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

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

For management only:

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

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