

# Natchez Depot River Room

## Facility Rental Application for Private Events

### Contact Information:

Name \_\_\_\_\_

Organization or Business (if applicable) \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

### Event Information:

Date of Event \_\_\_\_\_

Event Description \_\_\_\_\_

Expected Attendance: \_\_\_\_\_

Banquet seating accommodates a maximum of 50 guest

Event Duration (includes setup and cleanup): \_\_\_\_\_ until \_\_\_\_\_

Pricing includes two hours for setup prior to event start. If setup requires more than two hours, renter will need to pay for net time slot. For example, if an event is from 4-8pm, setup can begin at 2pm. If more time is required, renter will need to pay for the 8-hour time slot.

Onsite Contact for Day Event: \_\_\_\_\_ Phone: \_\_\_\_\_

I, \_\_\_\_\_, have read the policies and procedures for use of the Natchez Depot River Room and agree to abide by them. I understand that I am responsible and liable for any damages to City property that may occur during my usage. I also understand I should immediately report any problems to the Natchez Depot River Room staff.

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

Note: Application must be received at least one month prior to the event. If approved, deposit will be due within three business days. The date will not be held until the deposit has been received. The remaining balance must be paid no later than two weeks before the event. All cancellations forfeit the deposit.

### For Natchez Depot River Room Staff Only:

Approval/Denial (Natchez Depot River Room Manager): \_\_\_\_\_

Date Notified of Approval/Denial: \_\_\_\_\_

Date Deposit Received: \_\_\_\_\_ Amount: \_\_\_\_\_ Payment Type: \_\_\_\_\_

Date Balance Received: \_\_\_\_\_ Amount: \_\_\_\_\_ Payment Type: \_\_\_\_\_