



LIMELITE RESERVATION FORM

Type of Event: _____

Responsible Party's Name: _____ Role or Title: _____

Private party Organization Name (if applicable): _____

Street Address: _____

Phone number: _____ Email: _____

Arrival for Set-up (Date & Time): _____/_____/_____ :_____

Event (Date & Time): _____/_____/_____ :_____

Departure (Date & Time): _____/_____/_____ :_____

Expected Party Size: _____ (see capacity for rooms below)

ROOMS NEEDED:

Front Room (seats up 90) Back Room (seats up 30) Kitchen

SET UP NEEDED:

6 FT Tables: _____ (max 10) Square 4x4 Tables _____ (max 5) Chairs: _____ (max 55)

Made Available (no cost) Set-up (cost \$100 – Please provide a diagram on the next page)

Sound: Mic provided (free) Sound Tech needed during the event (\$200 per hour)

Stage: Stage needed (8x8) Lectern

AGREEMENT: I understand that that I (we) is expected to leave the facility as I (we) found it. I (we) will be charged for any damages to the property caused during my (our) time at LimeLite. In addition, I (we) will be charged a cleaning fee that will be reimbursed should I (we) clean the facility, returning LimeLite to the original state in which I (we) found it (see check-list below). If a partial cleaning is conducted, then I (we) realize I (we) will be given a partial refund of the cleaning fee. I (we) understand that we are responsible for set-up and tear down of any tables and chairs as part of the cleaning fee. Chairs and tables can be provided, per the request.

I acknowledge by my signature that LimeLite is not responsible for any injuries that occur during the event listed above, and all medical bills will be the sole responsibility of the person (or organization) hosting this event. Set-up and tear-down time is included in the time of rental.

I (we) agree to pay the following amount, with the understanding that it could be more, should I (we) add more.

Due **today:** \$50 non-refundable deposit Due the day of event: _____

Signed _____ Date: _____

FEES:

- HOLD DEPOSIT: \$50 (non-refundable deposit holds your spot, but is part of your final fees)
- CLEANING DEPOSIT: \$100 (refundable if the entire cleaning checklist is completed. This is additional, but given back if all is cleaned. You may just hand us a check and we will give it back at the end. This deposit is not due until the day of the event.)
- SET-UP: \$100 (optional - If a set-up of chairs/tables is needed, please draw a diagram below)
- SOUND TECH: \$200 per hour (if needed for event, optional)
- No charge (if only mic is needed, and not a technician)

RENTAL FEES:

Note: *The \$50 hold deposit is taken out of the final bill, not added on. Should the party back out, it is non-refundable.*

- Front Room (Capacity 90 - \$100 per hour OR \$300 for 4 hours + \$50 per hour after)
- Back Room (Capacity 30 - \$150 for 4 hours + \$25 per hour after)

CLEANING:

- Tables cleaned, folded, and returned to closet
- Chairs folded and returned to closet
- Trash taken out and liners returned to cans (dumpster is in the rear of the building)
- Decorations taken down and removed from property
- Carpeted floors vacuumed
- Restrooms toilets and sinks cleaned, and floors swept and mopped
- Kitchen sink and counters cleaned, and floors swept and mopped (Refrigerator and microwave must be cleaned, if used)

SET-UP DIAGRAM (optional):

*Note: *Decorating of the event is not included in these costs.*

This agreement is for 1403B. West 5th Street, Plainview, TX 79072