

## Ballyhoo Ballroom Rental

We're excited that you've chosen Ballyhoo for your special event. To rent the Ballroom at Ballyhoo, we ask that you agree to the following guidelines:

1. You may bring any food you want, have it catered or delivered. We only ask that you understand that we will provide the beverages and ice cream. Beverages in house: Old-fashioned glass bottle sodas, water, coffee (decaf, regular, flavored), hot tea, iced tea (Arizona cans), soda cans and juice pouches for the little ones. We DO NOT have an ice machine on premises. We do not provide serving or eating utensils, plates etc. for the food that you bring in. Please let your caterer know so that they may plan any special accommodations.
2. For ice cream, candy and beverages we will run a tab to be paid for at the end of your event, once everything is removed from your party and all guests have gone. We do not take care of the bill until you are ready to walk out the door. We do this in case we have to account for extra time.
3. This is a unique and special venue. We have many antiques in our store so please be respectful and keep an eye on children. No one is allowed on or behind the back bar. You may put presents on the back bar but ABSOLUTELY NO FOOD OR LIQUIDS OF ANY KIND. We appreciate your cooperation in this matter. We need to preserve these antiques for years to come so everyone can enjoy them. We can provide tables for food, drink, etc. if needed.
4. Our ballroom fits 30 people comfortably and 45 MAX. Please rsvp with a headcount before the party. (20 in the booths and the rest at tables)
5. Feel free to bring games or hire entertainment, etc. Our ballroom is usually fully decorated but balloons and table centerpieces make great, easy decorations. If you need to hang anything else up please ask first. Scotch tape is ok, but pushpins are NOT OK. Thanks. We need to preserve our décor and we'll do our best to accommodate your theme.

### RATE SCHEDULE:

#### **Parties scheduled during normal business hours, off peak (2-6 pm):**

Room rental is \$50/hr. with a minimum 2-hour rental.

**Parties scheduled before normal business hours and at peak times (12-2 pm or after 6 pm):** Room rental is \$65/hr. with a minimum 2-hour rental.

A non-refundable deposit of \$50 CASH/CHECK is required to hold the date and time that you choose. There is a 15 Min allowance before and after the party for any setup or cleanup necessary on your part that you will not get charged for. Any time taken beyond that will be charged by the 1/4 hour. Our seating area is valuable so we must adhere to this for the consideration of our regular dining room customers or the next party scheduled. Your deposit will be put towards the first hour.

If you have any other questions or requests feel free to give Valerie a call at 570-814-1439.

Event Date: \_\_\_\_\_ \$50 Deposit Collected On: \_\_\_\_\_

Event Time: \_\_\_\_\_

I, \_\_\_\_\_ agree to the terms above and understand that  
(Please sign name)

my deposit is non-refundable if I were to have to cancel the event before the scheduled date.

\_\_\_\_\_  
(Please Print Name)

\_\_\_\_\_  
(Contact Phone Number)