

**Lajoi's Event Center**  
2019 Avenue C Ensley  
Birmingham Alabama, 35218

**Organization:**

Contract:

Address:

Address:

Tel:

Fax:

E-Mail:

**Contract**

**Ref #**

| DATE | FROM | TO | EVENT | ROOM | # PEOPLE |
|------|------|----|-------|------|----------|
|      |      |    |       |      |          |

**COVID-19 Cancellation Policy**

In the event there is a City, County, or State order to close the venue due to COVID-19, 100% of the deposits received will be applied to the rescheduled event date. If the person cancels the event due to the ordered venue closure 75% of the deposits received will be refunded within 30 days of the scheduled event date.

The 'No Refund Policy' stated in the contract applies to all cancellations requested when the venues are open for business. The deposits received will be applied in full to rescheduled dates booked within 6 months.

**SETUP**

|   |            |              |                         |
|---|------------|--------------|-------------------------|
| 1 | Grand Hall | Setup Style: | Room Rental Charges @\$ |
|---|------------|--------------|-------------------------|

**ADMINISTRATION**

|                        |           |
|------------------------|-----------|
| Hall Rental Charges    | \$        |
| Sub Total              | \$        |
| Invoice Total          | \$        |
| Total Payment Received | \$        |
| <b>Balance Amount</b>  | <b>\$</b> |

\$ Rental  
\$ Deposit ( \$ Paid, \$ Due) \$ Balance Due

\$500.00 deposit at the time of appointment  
Deposit includes: Secure the date, property, and  
over time (5 minutes over your time) fee of \$100