



Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Other Phone or Email: _____

Full Venue Conference Room

Date: _____ Number of Guest: _____

Total Amount Due: _____ 50% Due Today: _____

Credit Card # _____ Exp: _____ Security Code _____
Zip _____

VENUE RENTAL TERMS AND AGREEMENT

1. 50% non-refundable deposit is required to book venue (Minimum \$475 deposit)
2. \$15 per person required in addition to \$200 fee to book the venue. There is a minimum charge for 50 people (\$750 + \$200)
3. Remaining balance will be charged the day of the event, unless canceled minimum 24 hours before the event's date.
4. Conference room requires \$20 to book the room and \$15 per person.
5. Full venue is only available after regular business hours 5 pm to 9 pm. Each additional hour after 9 pm will be rounded up and billed at \$200 per hour.
6. All clean up, including taking trash out and returning the space to its previous condition is the sole responsibility of the person named in this contract. Failure to comply will result in additional fees.
7. Any damages to the venue including damage to any furniture or vehicles will be the responsibility of the person named in this contract.
8. By signing this contract you authorize Miles Through Tim to charge your card.

Signature of renter: _____ Date: _____

Signature of witness: _____ Date: _____