



## SPECIAL EVENT CONTRACT

Today's Date:

Event Name:	Venue:
Date and Time of Use:	Rental Fee:
Client:	Estimated # of Guests:
Contact Info:	Intended Use:
Caterer Contact Info:	
Overnight Accommodations?	Alcohol Served?
Comments:	
Setup Desired:	

## 1) Venue Rental Fee(s):

- (a) The Client agrees to pay an initial, nonrefundable deposit of 50% of the venue rental. This payment serves to hold the venue for the specified date of event and is payable at the time of contract signature.
- (b) The remaining agreed upon Venue Rental Fee will be due 14 days prior to the date of the event. The agreed upon date of payment is \_\_\_\_\_.
- (c) Payments may be made via cash, check, debit or credit card.

## 2) Date Changes:

In the event the Client wishes to change the date of the event, the Historic Elgin Hotel will make every effort to transfer reservations to support the new date. The Client agrees that in the event of a date change, any Venue Rental Fee paid to date is non-refundable but will be transferred to the new date assuming the date is available. Otherwise, the reservation will be cancelled. All reservation changes must be made in writing and agreed upon by both the Client and a Historic Elgin Hotel representative. The Client further understands that last minute changes can impact the quality of the event and that the Historic Elgin Hotel is not responsible for these compromises in quality.

## 3) Cancellations:

We understand that sometimes it is necessary to cancel a reservation. In the event of a cancellation, all payments made to date are non-refundable with the exception of the Security Deposit. All cancellations must be made in writing and agreed upon by both the Client and a Historic Elgin Hotel representative.

## 4) Accommodations:

The Client agrees that accommodations or guest rooms provided by the Historic Elgin Hotel for the event require a separate contract and are not subject to the policies of this contract.

## 5) Catering:

The Historic Elgin Hotel has an open catering policy. We have a list of caterers on our website at <http://historichelginhotel.com/venues/caterers/> and are happy to make recommendations based on the Client's budget and preferences. The Historic Elgin Hotel is happy to coordinate services on behalf of the Client with a caterer or any other vendor. A 20% service charge will be added on top of the vendor charges for these services. Payment for such services must be made 7 days prior to the event.

## 6) Rules and Regulations:

The following is a list of rules and regulations to be upheld by Client.

- (a) Parking: All vehicles associated with the event must be parked within the public lot or on the street. No vehicles shall be parked on any lawn surface unless granted permission by the Historic Elgin Hotel.
- (b) Open Flames: Due to its historic nature, the Historic Elgin Hotel is a smoke and fire-free environment. The use of candles, incense and any open flames without written permission from the Hotel is prohibited. Smoking within a guest room or common area may result in a \$250 cleaning fee added to your bill. The south end of the front porch has been designated as a smoking area.
- (c) Alcohol: Alcohol is not to be sold on property. You are welcome to hire a bartending service or bring your own alcoholic beverages. Please use the utmost care when consuming beverages inside the hotel as you will be responsible for any damage that is caused from usage or spills.
- (d) Kitchen Use: The second floor kitchen is available for guest use with permission from the Historic Elgin Hotel. The third floor kitchen is prohibited for guest use as regulated by the state of Kansas.
- (e) Decorations: Decor may not be hung with tape, wire, nails, screws or any other apparatus that may damage the hotel.
- (f) Noise: As a courtesy to other guests, all music must end by 10PM on weekdays and 11PM on weekends unless Client has rented the entire property.
- (g) Trash: All trash is to be removed from the Venue by Client and placed in trash receptacles prior to rental time expiring.
- (h) Building: Following the event, it is the Client's responsibility to insure that the building is locked and lights in the venue and common areas are turned off.

## 7) Insurance:

Client is responsible for any injuries that happen to an event guest or property damage that occurs at the Historic Elgin Hotel during Client's event. The hotel recommends purchasing event insurance and is happy to provide contact information for an insurance company that provides such coverage.

## 8) Photography:

The Historic Elgin Hotel requests permission from the Client to use photography taken on the property for promotional purposes. Client must initial here to give express permission for this usage. \_\_\_\_\_

## 9) Security Deposit:

A \$500.00 refundable Security Deposit is due at contract signature. This deposit will be returned to the Client within 7 days following the event once the property has been inspected for any potential damage. Failure to comply with the Historic Elgin Hotel policies will forfeit Security Deposit.

The Client agrees to not cause and not permit Client's guests to cause and damage to the grounds, exterior and interior of the Historic Elgin Hotel including all construction, furnishings, and accessories.

This agreement may not be changed orally, but only by an agreement in writing signed by both the Client and Tammy Ensey of the Historic Elgin Hotel.

Thank you for choosing the Historic Elgin Hotel for your special event! We look forward to welcoming you and your guests. Please review the terms and conditions of this contract and our Hotel Policies to insure that you fully understand the services desired for your event.

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Client Name (printed)

Client Signature

Date

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Historic Elgin Hotel Representative

Signature

Date



**TAMMY ENSEY, PROPRIETOR**  
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