



SPECIAL EVENT CONTRACT

Today's Date:

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

1) Venue/Package Fee(s):

- (a) The Client agrees to pay an initial, **nonrefundable** deposit of 50% of the venue rental or 25% of a venue and suite package that includes overnight accommodations, whichever is greater. This payment serves to hold the venue and suites 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 28 days prior to the date of the event. The agreed upon date of payment is _____.
- (c) Client will pay recurring payments with the final payment being made 28 days prior to the date of event. Client agrees to recurring payment of \$ _____ made every _____ with the final payment of _____ made on _____.
- (d) Payments may be made via cash, check, debit or credit card. Cash or check is preferred.

2) Date Changes:

In the event the Client wishes to change the date of the event, the 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 or Package 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 Hotel representative. The Client further understands that last minute changes can impact the quality of the event and that the 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. All cancellations must be made in writing and agreed upon by both the Client and a Hotel representative.

4) Set Up/Tear Down:

The Hotel will set up tables and chairs according to the Client's preferences. These preferences should be agreed upon 28 days prior to the event and must be signed off on by the Client. Should there be a need to change the configuration of the tables and chairs during the event, Hotel staff will facilitate this change one time as long as prior arrangements are made. Additional table and chair configuration changes will be an additional charge. Client is not responsible for tear down of the tables and chairs following the event.

5) Accommodations:

The Client agrees that accommodations provided by the Historic Elgin Hotel as part of the event package are subject to the same deposit requirements and cancellation policies unless those accommodations are part of a group block being paid by other guests. Group blocks are subject to normal hotel policies.

6) Catering:

The Historic Elgin Hotel has an open catering policy which means that the Client is allowed to hire any caterer they wish. The Hotel provides a list of caterers at <https://historichelginhotel.com/venues/caterers/> and is happy to make recommendations based on the Client's budget and preferences. The Hotel is available 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. A final county and payment for such services must be made 7 days prior to the event.

7) Policies:

The following is a list of policies to be upheld by Client. Each violation of these policies may result in a \$250 charge added to the bill.

- (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 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. Exceptions are made for chafing dish fuel. Other exceptions made be granted to this but are at the sole discretion of the Hotel.
- (c) Smoking: The south end of the front porch has been designated as the only smoking area on the property. All smoking refuse should be placed in the designated container in this area. Smoking in any other area of the property is strictly prohibited.
- (d) Alcohol: Client is welcome to hire a bartending service or bring alcoholic beverages for consumption by Client's guests. Extreme care should be used when consuming beverages inside the hotel as Client will be responsible for any damage that is caused from usage or spills, including stains on furniture, carpet, upholstery, and linens.
- (e) Coolers: All coolers or containers with liquid must be placed on a plastic table or waterproof mat, as these containers may sweat and cause damage to the furniture or floor.
- (f) Kitchen Use: The ballroom wet bar and 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. These spaces must be cleaned after use and left in the same condition they were found.
- (g) Banquet Equipment: Client is welcome to use banquet equipment with permission from the Hotel Staff. All equipment must be cleaned and returned to its place by the end of the rental time.

- (h) Decorations: Decor may not be hung with tape, wire, nails, screws or any other apparatus that may damage the hotel. We encourage the use of 3M Command hooks or putty. Nothing may be hung on wallpapered surfaces. **The use of glitter, confetti, and rice are strictly prohibited.**
- (i) Noise: As a courtesy to other guests, all music must end by 10PM unless Client has rented the entire property.
- (j) Power: Although the Hotel has current wiring, it may not be possible to run a large number of crockpots or electrical devices in one location. Client is encouraged to discuss plans for such devices with the Hotel prior to event so that electrical load can be distributed appropriately. Hotel is not responsible for having insufficient amperage to run these devices.
- (k) Ice: **Ice is not provided by the Hotel for events.** Client is encouraged to bring ice needed for the event in a cooler, as there is not sufficient space in the guest kitchen to store ice.
- (l) Clean Up: Client is responsible to ensure that the following items are completed prior to rental time expiring:
 - (i) All refuse is to be removed from the Venue and common spaces and placed in the white trash receptacle located in the parking lot behind the building. The green receptacle is for the recyclable materials listed on the receptacle. Trash bags should be replaced in the trash cans with new ones and are provided in the ballroom wet bar.
 - (ii) All personal items and décor is to be removed unless prior arrangements have been made for their storage.
 - (iii) All lights are to be shut off prior to departure including the ballroom lights, ballroom wet bar, foyer bathrooms, foyer, conference room, stairwell, game lounge and 2nd floor kitchen. The exception to this are the lights next to the fireplace in the foyer should remain on.
 - (iv) The front door to the hotel is to be locked prior to departure.

8) Damage and Injuries:

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

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.

9) Photography:

The Historic Elgin Hotel requests permission from the Client to use photography taken on the property for promotional purposes and asks that the Client share this photography within the month following the event either by Facebook or email. Client must initial here to give express permission for this usage. _____

10) Security Deposit:

A refundable Security Deposit of _____ is due 28 days prior to the event. 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.

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.

Client Name (printed)

Client Signature

Date

Historic Elgin Hotel Representative

Signature

Date



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