



THE LEGACY
at Bonne Esperance

BANQUET HALL RENTAL AGREEMENT

Rental Date(s): _____, 20____. **Start Time:** _____ **End Time:** _____

Contact Person: _____ **Phone:** _____

Email: _____

Type of Event: _____ **Number of Guests Expected:** _____

RENTAL FEES

Board Room: _____ an hour with a minimum of 3 hours.

Banquet Room: _____ an hour with a minimum of 4 hours.

Bar Area + Banquet Room: _____ an hour with a minimum of 4 hours.

Drink Package: _____

Security Fee: _____

Cleaning Fee: _____

Additional information or rentals: _____

Information as it appears on your account

Name on Card: _____

Card Number: _____

Card Type: _____

CSV: _____ Exp. Date: _____

Gratuity (18%): _____

Tax (9.95%): _____

Total: _____

Deposit: _____

Balance: _____

I authorize The Legacy at Bonne Esperance to charge this credit card as indicated and any outstanding balance not covered by my indicated payment, in the event charges are not completely settled upon conclusion. In the event that this electronic funds transfer is declined or returned due to lack of funds or account information, I will be charged a fee of \$25.

Lessee

Date

Initials

Terms and Conditions

Deposit- A deposit and signed contract is required in order to reserve the time and day of your event.

Expected Guests- The number of expected guests must be submitted in writing at least ten (10) days prior to event. No refunds for reductions after ten (10) days prior to event. During the event, The Legacy staff will discreetly count the amount of guests in attendance. If the number of guests is greater than you submitted to The Legacy, you will be responsible for paying for those guests the day of the event.

Cancellation of Booking- Notice of cancellation 30 or more days prior to the event - 80% of deposit refunded. Notice of cancellation less than 30 days prior to the event - no refund.

Smoking- There is no smoking within the building or the front of the building. The outside back patio may be used for smoking.

Drinks/Alcohol- No outside drinks will be allowed. All drinks will be bought from The Legacy based on the drink packages provided.

Caterer - If your event is catered, caterer will supply certificate of insurance to The Legacy thirty (30) days prior to the event. The caterer you hire is responsible for furnishing their own tables, dishes, silverware, napkins, serving utensils, etc. The caterer may use the back station behind the banquet room wall for food setup.

Decorating- Absolutely no decorations are permitted on ceilings or walls. Candles and confetti are not allowed. The banquet room may be accessed 2 hours prior to the event providing that there is no other booking on that day of the event.

Security- A security guard may be required at certain functions, which will be determined by The Legacy representative, and the cost of the same will be borne by the lessee.

Setup/Cleanup- The Lessee is responsible for the setup of their event. This includes tables, chairs, tablecloths, etc. The Lessee is also responsible for cleaning up after their event which includes taking down of decorations and throwing away all trash. Failure to clean up the room adequately returning it to its original condition shall incur a \$150 clean up fee.

Room Rental- When renting a room at The Legacy, 3 high top tables, 3 round tables, and 20 square tables, and 85 black chairs are included in the rental. Tablecloths are available to rent at the cost of \$5 each as well as our rectangular and wooden tables at the cost of \$10 a table. Our projector located in the banquet room is available for rent at the cost of \$100.

Liability- The lessee assumes liability for any damage, theft, or vandalism incurred by bands, guests, or equipment contracted by lessee.

Gratuity- There will be an 18% gratuity charge added to the final bill.

Payment- We accept cash, checks, and all major credit cards. Checks are to be made payable to Bonne Esperance LLC. There will be a \$25 NSF charge for any returned checks. All outstanding balances must be paid in full ten (10) days prior to event.

By signing below, I have read and agree to the Terms and Conditions as stipulated of this agreement.

Lessee

Date

Legacy

Date