

Buhl Park's Casino Ballroom

Please note:*Please Choose (1) of the Following Packages Below:**

- Your rented time must include setting up and tearing down for all packages
- Time can be added and upgraded to the next package (if available) however, time/packages cannot be reduced after booking
- Only the MOST RECENT contract will be accepted at the time of booking

 5-HOUR RENTAL: \$600

*Additional hours are \$100/hour
Must be day of/consecutive hrs

INCLUDES: 5 consecutive hours

*Additional Hours? Yes/No

If Yes, How many? _____ Cost: \$ _____

Time slot: _____

(must be between 9:00am-11:00pm)

 1-DAY RENTAL: \$1,800**INCLUDES:**

Access from 9:00am – 11:00pm
Conference Room (Day of, same hrs)

 2-DAY EVENT: \$2,400**INCLUDES:**

Access day prior from 1:00pm – 9:00pm
Access day of from 9:00am – 11:00pm
Conference Room- (Both days, 1 setup)

THIS SECTION OFFICE USE ONLY:

(REQUIRED AT BOOKING) \$600 Rental Deposit (non-refundable) ___ Cash # _____ Check ___ CC+ fee
(REQUIRED AT BOOKING) \$100 Security Deposit (**CASH ONLY**, refundable based on listed conditions) Park Initial: _____
Post Event- Returned: Yes/No _____ Signature: _____ Date: _____

EVENT INFORMATION: Event Type: _____ **Renter Name:** _____

Event Date(s): _____ Approx. # of Guests: _____ (180 max) Caterer: _____

DAY PRIOR _____: **Renter Arrival:** _____ **Event Start:** _____ **Event End Time:** _____ **Renter Departure:** _____

DAY OF _____: **Renter Arrival:** _____ **Event Start:** _____ **Event End Time:** _____ **Renter Departure:** _____

Notes: _____

LAYOUT INFORMATION

Due Date: _____

- A final layout must be turned (dropped off or emailed) in at least **2 WEEKS PRIOR TO YOUR EVENT**
 - Failure to send in layout 2 weeks prior results in the RENTER setting up tables and chairs
- Please draw tables needed on the layout provided (please note the room is not to scale so actual layout may vary)
 - Refer to the top of Page 2 under "Facilities and Services Provided by Buhl Park" for a list of table sizes.
- The RENTER is responsible for any tables/chairs placed on balcony and must be brought inside at the end of event.
- Your setup up and tear down time must be included in your rental time

RENTAL ADD ON'S

(ALL ARE OPTIONAL- see below for more detail)

Y/N Ceremony (+fee) Casino Locations (\$250 w/ Casino only), Gazebo (\$100/hr), Lakeview (\$100/hr), Julia's Garden (\$250/2hrs) TIME: _____

Y/N Rehearsal (includes 1 hr) Please read page 2 for more details. DAY: _____ TIME: _____

Y/N Alcohol Permit Application (+\$300) (Due 2 weeks PRIOR to event) *See attached application information

Y/N Linen Package (+*\$2.00 per place setting) Includes linen tablecloth and linen napkin (Black, White, or Ivory)

Y/N Conference Room (+\$250) add on for 5hr package only, already included in 1-2 day packages. More info on next page.

DECOR ADD ON'S

(ALL ARE OPTIONAL)

Y/N Ceiling Draping (+\$300) draping with gold sphere

Y/N Light Display w/ Sheers (+\$200) stage only: ___ behind arch ___ In front of arch (with/out curtains) ___ In front of stage (with/out curtains)

Y/N Gold Hexagonal Arch Only (+\$150) Casino, Conference Room, or Casino Point (renter moves) locations only

Y/N Gold Hexagonal Arch Complete (lights/sheer/floral) (+\$300) Casino and Conference Room locations only

FACILITIES AND SERVICES PROVIDED BY BUHL PARK Ver. 6/24

Buhl Park will provide:

SETUP INFO: 20 (5ft) round tables (fits 8 guests per table), 12 (6ft) rectangle tables, 3 (8ft) rectangular tables, 8 (4ft) high top tables, 180 chairs

AMENITIES: Restrooms (located on first floor), free guest wireless internet, use of the Casino veranda, catering kitchen that includes a warmer, refrigerator, double sink, smaller ice machine, coffee pot, microwave and 2 prep tables, and 24hr video surveillance inside and outside of the facility. Mobile serving bar available with purchase of Alcohol permit.

RENTAL ADD ON'S (ALL ARE OPTIONAL)

CEREMONY/REHEARSAL LOCATIONS:

Ceremony spaces are rented on a straight, hourly basis (ie. 1-2 PM) and must include setup and teardown time. The RENTER is responsible for providing/picking up their own chairs, decorations, etc. **Buhl Park is simply providing the space.**

Rehearsals for 5+ hour and 1-day Packages:

- Outdoor rehearsals are prohibited indoors at the Casino Building
- Date/Time of rehearsal is determined by Buhl Park and cannot be guaranteed unless otherwise agreed upon in writing.
 - 1 hour maximum rehearsal time frame

Rehearsals for 2-day Package:

- Outdoor rehearsals (with the exception of Casino Point) are subject to a 1 hour maximum rehearsal time frame
 - Date/Time of rehearsal is scheduled with Buhl Park based on availability
- Indoor and Casino Point rehearsals are guaranteed for their desired time frame between 1 PM and 9 PM.

ALCOHOL PERMIT APPLICATION:

Please see attached application for more information and directions on how to obtain a permit.

LINEN RENTAL

Color: (circle one) Black, White, Ivory, NONE

Linen rental includes black, white, or ivory 90" round tablecloths with matching napkins and 52x114 rect. linen toppers for the side function tables. We do not have floor length linen or skirting but you are more than welcome to bring your own or rent from an outside source. Linen for high top tables may be rented for an additional *\$2.00 each. The number of linens is based on the final layout and final guest count. **They will be located in the kitchen for the renter to place on the tables as shown on the layout. The renter is also responsible for taking the linen off at the end of their event and placing them in the designated bags in the kitchen. PLEASE SHAKE OFF FOOD AND DEBRIS in receptacles before placing in bags. Any wet linen, please hang up in coatroom on hanger.** Any additional cost incurred to Buhl Park, including but not limited to, missing linen, excessively dirty linen, or damaged linen will be deducted from the \$100 security deposit. *Linen prices subject to change. This contract does not lock in linen price.

A final count with your layout must be given at least 2 WEEKS PRIOR TO YOUR EVENT

Please note that Buhl Park will not be able to provide linen after the 2-week deadline.

CONFERENCE ROOM:

The Conference Room is included for our 1-day and 2-day packages for the duration of your rental of the Ballroom. If you are adding on the Conference Room to a 5hr rental, you have access to that room for the same timeslot as your 5(+) hr rental.

OUTSIDE VENDOR(S)

CATERING SERVICES:

Buhl Park Corporation is not responsible for any catering service. The RENTER may select any catering service for the event. **Catering time must be included in your hours of rental.** Caterer MUST take all equipment/supplies after event. Buhl Park is not responsible for lost/stolen/damaged items that are left overnight or conclusion of event. If any items are left, the RENTER will be responsible to make arrangements for pick up on a time given by the Ranger. **Please see the enclosed list of local catering services and note that additional caterers are permitted.**

MUSIC AND ENTERTAINMENT:

Buhl Park Corporation is not responsible for any music, sound systems, projector or extension cords. The RENTER is to provide their own means of music entertainment and supplies, including extension cords. The proximity of local residences to Buhl Park is such that venue sounds, specifically sound related to music, must be kept below certain levels. All music is to end no later than ½ hour before your end time.

DEPOSIT/PAYMENT(S)/SECURITY DEPOSIT

Ver. 6/24

In order to reserve services on the date requested, Buhl Park requires this contract to be signed by both parties and an **initial non-refundable deposit of \$600. The remaining balance, if applicable, must be paid in full 6 weeks prior to the event.** Deposit & payments can be made by credit/debit card (fee applies), cash or check made payable to Buhl Park.

A **\$100 cash only security deposit** is also required for all events and is refundable, no later than 5 weeks after your event, based on the following conditions mentioned under "Renter Responsibility and Security" on pages 3 and 4. This amount does not get put towards your balance but is held for incidentals.

Buhl Park will notify you of the status of the \$100 security deposit. If you are receiving your security deposit back (full or partial amount), you will need to come in to sign off that you have received it. By request, we can issue and mail you a check for a \$5 administrative fee that will be deducted from your security deposit total. If you have not responded or do not come in to pick up your security deposit within 180 days after of your event, you forfeit your security deposit.

If you are not receiving your security deposit back, you will receive an email stating that you are not eligible and for what reasons. **You will also be notified if you owe anything additional and will be charged accordingly and automatically.**

CANCELLATION POLICY:

Buhl Park will refund your amount paid above the non-refundable \$600 deposit more than 120 days of your event. After 120 days prior, you forfeit ALL payments made.

RENTER RESPONSIBILITIES AND SECURITY:

ADDITIONAL RENTALS/PERMITS REQUIRED:

- Alcohol is only permitted for adults 21+ years with a permit obtained by Buhl Park (please see attached Alcohol info).
- Any linen rentals must follow procedure as stated on page 2 and upon, during, and after event.
 - All linen is accounted for, shaken off into garbage bins/hung up, bagged, and no additional linen cost is incurred to Buhl Park (including mold, damaged linen, etc.)
- Tents, Dining Canopies, and other similar coverings shall not be erected upon the Park grounds without written permission of Buhl Park.
- Food/Catering Trucks are permitted with written consent and agreed upon location by Buhl Park.

NOT PERMITTED AT BUHL PARK:

- No pyrotechnics or smoke-generating machines. No live flame candles, sparklers or fireworks.
- Tobacco products, including vaping, are prohibited inside Buhl Casino including the balcony.
 - Must be 20 feet off the front porch at designated smoking area.
- No gambling, auctions, 50/50, or other small games of chance games.
- No **confetti**, rice or similar material may be used outside or inside. Tossing florals **indoors** must be fake. Tossing flowers **outdoors** must be real.
- No nails, duct tape, or tacks may be used anywhere. Only masking/scotch tape or command strips may be used.
- Absolutely NO outside servicemen are allowed to manipulate any property of Buhl Park. You are subject to the cost of damages incurred by outside serviceman and their cost of service.
- Renters, aged 25 or older, must be present for the duration of all rentals. Unsupervised parties of guests that are under the age of 18 are not permitted and will be asked to leave immediately.
- The front circular driveway may be used for un/loading, but no parking is permitted there during the function.

CLEANING PROCEDURES:

- All decorations or setup, inside and outside, including tape must be taken down and removed prior to your end time (including any outdoor signage, rental belongings, etc).
- All litter and garbage must be placed in proper receptacles. If any beverages or liquids are spilled, please mop the area promptly. If any large garbage items accumulate on the floor, please use provided broom & dustpan.
- Please remove anything on the floor that requires additional scrubbing, scraping, etc... (Gum, tape, food, etc.).
- Garbage is in trash bags that are tied and in a central location in kitchen. **Please do not remove bags from bins.**
- Tables and chairs are brought back in from veranda (up and down).
- The room is how they found it, with all belongings and facilities of Buhl Park being intact, unharmed, & accounted for.

AUTOMATIC LOSS OF FULL SECURITY DEPOSIT:

- Early arrival/late departure. You will be charged \$100/hr over contracted time. Must be paid within 1 week of event or will automatically be charged.
- Any additional cleanup for excessively dirty areas outside of normal cleaning is automatic loss of security deposit (i.e. large spills or residue, vomit, cigarette butts outside of designated bin, etc.).
- Bringing in any alcohol without providing required information +\$150 fee to be paid automatically above the \$300 permit fee.
- Any additional cost(s) incurred by Buhl Park (subject to additional charges as well).

DISCLOSURE:

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Buhl Park Corporation will make every effort to ensure that your event is seamless. However, Buhl Park cannot be held responsible for power failures, acts of God, and other circumstances beyond our control and therefore is not subject to any type of refund. No-shows are not subject to rescheduling or any refund amount. The most recent contract **MUST** be completed unless otherwise agreed upon in writing. 2-Day packages, 1-day packages, and added on hours to a 5hr package are not able to be reduced once booked.

This contract defines the terms and conditions under which the Buhl Park Corporation and _____ (print name) (hereby referred to as the RENTER) agree to the use of Buhl Park's facility on _____ (event date(s)). This contract constitutes the entire agreement between the parties and becomes binding upon the signature of both parties. The contract may not be amended or changed unless executed in writing and signed by Buhl Park and the RENTER.

The renter understands that any Buhl Park Trustee, Park Management, Park Ranger, Police Officer, or Fire Marshall may enter the area at any time during occupancy to ensure compliance to park rules. Violation of any rules or regulations, including the max number of guests, will result in immediate eviction of all guests and forfeiture of full payment and security deposit. The Renter agrees to accept responsibility for the conduct of persons attending, and for damages caused by their use, including the replacement value of any lost, stolen, damaged, or missing equipment or property as well as any additional cost incurred by Buhl Park that results in automatic loss of security deposit and additional charges if necessary.

_____ I understand all of these Rules and Regulations and assume responsibility if they are broken.
(INITIAL)

THE RENTER

BUHL PARK CORPORATION

Name: _____

Signature: _____

Date: _____

Name: _____

Signature: _____

Date: _____

ADENDUM(S)

Date	Item	Initials
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____