

Riverview
BANQUET CENTRE
405 East Front Street, Pemberville

RENTAL CONTRACT

Date of Hall Rental _____

Amount of Deposit \$275 **Hall Rental** \$550

Bride _____ **phone** _____
Email _____

Address _____

Groom _____ **phone** _____
Email _____

Address _____

Bride's Parents _____ **phone** _____

Groom's Parents _____ **phone** _____

This contract and deposit must be returned as soon as possible to confirm and reserve the above date. *Please make checks payable to Riverview Banquet Centre.* Remit contract and deposit to **Riverview Banquet Centre, 405 E. Front St., P.O. Box 765, Pemberville, Ohio 43450.** If the deposit and contract are not returned, your name may be removed from the calendar and will be made available for rent. Jodi Stewart, 419-287-4000, must be informed of services, supplies, and a guest count approximately 2 weeks prior to your hall rental date. _____. At that time, a preliminary bill for services and balance of hall rental will be sent. ***Final payment of hall rental and services will be due seven (7) days before your hall rental date.*** _____. No changes in reservations after this date. If your final payment is not received by the date of your event, a three (3) percent penalty on the balance due will incur for each business day it is late. Any additional expenses and additional beverages will be billed the week following your hall rental date.

If your wedding is outside catered, there will be an additional charge of \$150.00 for kitchen usage regardless of how the kitchen is used. See guidelines for additional costs.

The \$550 hall rental allows 5 hours for the reception. Whenever you choose to start your reception, you then have 5 hours. If you want your reception longer than 5 hours, each additional hour is \$100. The time is arranged prior to the reception not the night of the reception. The latest the reception can run is 12:00 midnight.

Any damages that occur during hall rental become the responsibility of the renter.

This contract may be canceled anytime up to ninety (90) days before the hall rental date. You will be refunded your deposit at that time. If your hall rental is canceled within ninety (90) days of your hall rental date, your deposit will be forfeited.

Date _____

Person to be billed _____

Address _____ **Phone #** _____