



EVENT BOOKING REQUIREMENTS

Deposit Required to Book Event

Deposits are determined based upon the event total equaling approximately 25% of the event total or a minimum of the day of week requirements listed below:

Main Ballroom

Sunday-Thursday	\$500
Friday	\$1,000
Saturday	\$1,500

Pointe Room

Sunday-Thursday	\$200
Friday	\$600
Saturday	\$400

Service Charge 20%

Sales Tax 5.1%

Payment (Cash, Credit Card or Cashier's Check)

Social Events must be paid seven days prior to event (adjusted balance due at end of event)

Business events with prior credit application and approval at conclusion of event

Duration of Events

All events must end by 12:30 midnight.

Day events should end by 600 p.m. or additional rental may apply.

Valet Parking

Valet attendants available for a fee

Music Policy

All Bands and D.J.'s should complete set-up two hours prior to event start and completed by midnight.