

Banquet Facility

Thank you for your interest in the promotion of our new banquet facility. We are a new Banquet Hall Rental Venue, located at 701-A North Broad Street in beautiful downtown historic Edenton, NC. The entrance of this facility has the flare and grace of a four-star hotel. The actual banquet space holds up to 250-300 people. It is a non-smoking facility. Drugs or alcohol and gambling are not allowed on the premises. What you are viewing is the actual Banquet Hall dressed for a sit down affair. By the signing of this agreement you are obligated to honor all included and applicable to the actual rental of the entire entity.

Banquet Facility Rental Agreement

1. Individual(s) and /or organization renting the building must be 21 years of age or older.
2. Applications must be submitted 30 days prior to the event. A \$100 dollar deposit must accompany the application. These monies will be deposited toward the rental fee.
3. If damages are incurred in any way to the property, the renter will be held solely responsible.
4. A 15-day cancellation is required for all contracts.
5. Subletting is not allowed.
6. Rental rate is based on a minimum charge for the use of the Banquet Hall per day.

7. Renter is responsible for supplying all table accessories (i.e. tablecloths, centerpieces).
8. All outside caterers must supply their own equipment and supplies for catered events.
9. Storage facilities are not available. Equipment can be held day of the event only.
10. An attendant will be available during the hours of the event.
11. Renter is responsible for removal of all bulk materials.
12. If a problem should occur, please contact us immediately at the assigned or given number.

I have read and understand the Rental Agreement requirements for the Banquet Facility

Renter's Signature _____

Date _____