

Facility Rental without Service or with Limited Service

Date: _____; Date of Rental: _____; Time: _____; # Hours: _____
Name: _____; Phone: _____
Address: _____

Rental of Facility with tables and chairs and white linen set-up to accommodate up to 50 persons, with use up to six hours, to include lower and upper room. Set-up fee for additional persons is \$3 per person above 50. When more than 70 persons, additional set-up is in the Pavilion. Service Kitchen is approved for "service"; not for cooking or dishwashing.

Rental Rates: Saturday ... \$575
Friday and Sunday \$500
Monday through Thursday \$425
Additional time (after 6hours) is \$50 per hour, charged in 15-minute increments.

Standard Set-Up:

Two food tables (6' and 8') with skirts.
Cake table (4') with skirt
Punch table (4') with skirt
Head table, if desired, (12' long) to seat six persons ... Yes _____; or No _____
Guest tables with six chairs at each with table cloths
Centerpieces, vases, silk flower arrangements ...you may use what we have or bring your own. Identify items you wish to use: _____

Piano covered with white cloth may be used as Gift Table ... Use wicker card swan? _____
Extension table (between rooms) with cloth for toasting, etc. Toasting set-up? _____
Colored accent napkins bring out color scheme. Colors? _____

Tables: 5' diameter round _____; or 6' x 30" oblong _____. Tell us your preference.

Rental of the facility **does not include** use of any dishes, glassware, equipment or sound system. These items and chaffing pans, punch fountain, etc., may be available on a rental basis. Standard rates plus 25% will be charged for items used that were not pre-arranged. All used items must be washed in the commercial kitchen to assure proper sanitization.

Smoking is not permitted in the Carriage House. Ash trays will be provided on porch railings for out-door smoking and in Pavilion for groups of 70 or more.

Piano Rental is \$65 and may be used only by designated persons (not for entertainment of children). Glasses and other wet items may not be placed on the piano.

Gazebo set up for a wedding ... candelabra, kneeling benches, silk arrangements and chairs for up to 50 attendees is \$125.

Catering: Clients may “Pot Luck” or provide their own food. Because we are a caterer, our facilities are not available to other caterers. An additional fee of \$300 is charged if service is provided by other caterers.

Photography: We have a professional photographer on our staff. Our photography services are economical and unlimited. Our grounds are maintained as our environmental studio with numerous settings and backgrounds to enhance your images. If one chooses to have **anyone** other than Panache provide photographic services for an event held at Panache, a fee of \$250 applies.

Candles: Candles may be used for decorative purposes. Floating candles may be ignited. Candle wax cannot be removed from linens; therefore, linens with wax must be replaced.

Confirmation Fees: *Payment and acceptance of a Confirmation Fee acknowledges a commitment to receive and provide specific services on a specified date and time and; therefore, are non-refundable.*

Facility Rental Confirmation Fee: \$200 Date Confirmed: _____
Photography Provided by Panache ...Confirmation Fee: \$200 Confirmed: _____
Photography Services Provided by Other than Panache Fee: \$250 Confirmed: _____

Security/Damage Deposit: A deposit of \$200 is required and is refundable within 48 hours of close of an event provided the building and grounds are left in the same condition and state of cleanliness as when rented. The only exception being table linens ... they should be removed from tables, shook to remove loose debris and bundled or bagged for pick-up by Panache Staff at close of event. Garbage is to be bagged and placed in receptacle outside kitchen door.

Special Request or Set-Up: _____

Concurrence Signatures:

Panache

Client

Date
Rev. 1/1/11