



720 W. North Ave.  
Po Box 44  
Flora, IL 62839  
618.662.0802

## RENTER Information & Costs Form for Wedding Reception

Renter Name: Bride \_\_\_\_\_ Groom \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

E-mail: \_\_\_\_\_

Best way to reach you: Phone Call \_\_\_\_\_ Text \_\_\_\_\_ E-mail \_\_\_\_\_ FB \_\_\_\_\_

If any questions arise during the event, please specify the contact person: \_\_\_\_\_

Proposed Event: \_\_\_\_\_

Event Date: \_\_\_\_\_ Room Rented- Small: \_\_\_\_\_ Whole Venue: \_\_\_\_\_

Expected number of people to attend: \_\_\_\_\_

Time of event: \_\_\_\_\_

Caterer: \_\_\_\_\_ Phone # of Caterer: \_\_\_\_\_

For Security purposes we require the following information:

Credit Card # \_\_\_\_\_ Exp: \_\_\_\_\_

Name on Card: \_\_\_\_\_ CCV: \_\_\_\_\_

Zip Code: \_\_\_\_\_

**COSTS:** Renter shall pay to Venue 720 the following:

- A. Deposits & Payment Agreements: To reserve services on the date requested, Johnny & June's requires this contract be signed by both parties and a non-refundable deposit of \$500.00. Fifty percent (50%) non-refundable deposit is due (90) days prior to your event. Final payment & confirmation of the final number of guests are due thirty (30) days prior to the event.  
Deposits can be made in the form of a check made out to: *Venue 720 Productions LLC*.

**RECEPTION ONLY:**

<u>GUESTS #</u>	<u>RENT</u>	<u>SERVICES</u>	<u>TOTAL PRICE</u>
Up to 200	\$500	\$1750	\$2250.00
Up to 250	\$500	\$2250	\$2750.00
Up to 300	\$500	\$2750	\$3250.00
Over 300	\$500	Custom Quote	Custom Quote

- B. Any additional expenses incurred during the event, i.e. bar tab, will be settled up after the event, before any of the security deposit is returned.
- C. Cancellation Policy: In the unlikely event the Renter should cancel, all deposits are non-refundable. I will gladly accept early payments, however any money received early will not be refundable in the event of cancellation. Venue 720 shall have the right to terminate this contract if the Renter fails to meet or violates any terms of the contract.
- D. If the Renter's event goes over the assigned ending time of 11:00pm a \$100.00 per hour charge will be assessed. Last call will be called at 10:30 p.m.
- E. In the event you are planning to have a live band play for your wedding/reception, IT IS REQUIRED that you use our sound/light engineer. This is an additional cost of \$400.
- F. **INSURANCE POLICIES:** Venue 720 will require a certificate of Special Event Insurance listing Venue 720 Productions LLC as additionally insured for the time of your event. Wedding Event Insurance is also recommended. We can also sign you up for a policy with our insurance provider if needed. Please ask us for additional information.

\_\_\_\_\_  
LESSEE/RENTER

\_\_\_\_\_  
DATE

Venue 720 Productions, LLC

By:\_\_\_\_\_

Date:\_\_\_\_\_