

**Event Rental Information**

1. **Rental of our facility includes:** Check all that apply for your event.
* Use of the Main Building

🞏 Open Commons Area

🞏 Kitchen Use

🞏 Buffett Room

🞏 Bridal Suite

🞏 Outdoor covered pavilion

🞏 White Table Cloths

 🞏 Outdoor hanging Cathedral Arch windows upon request

1. **Rental Fee Breakdown:**

Total Rental FEE………………………………………………………………………………………………………………. $550

* Non-refundable deposit ………………………………………………………………………………………. $50
* Facility Rental ……………………………………………………………………………………………………… $500

 (2 hours before to set up, two hours of event, one hour take down)

\*Each additional hour added to event……………………………………..……………………………………… $50

\*Outdoor Hanging Cathedral Arch Windows (5 available at $10 each) …………………………… $50 (max.)

Facility Cleaning Fee………………………………………………………………………………………………………... $ 150

* $150 refundable deposit is required for excessive cleaning and/or damage to the facility.

 (A separate check or money order is required for the cleaning fees. Note: If the $150 fee

 is not utilized the check or cash will be returned to the renter.)

Wedding Rental Fee……………………………………………………………………………………………………….... $1400

(Rental hours for wedding are between the hours of 9am and 11pm and includes a 1 hour rehearsal the night before the wedding.)

All fees must be submitted to LAC no later than fifteen (15) days prior to the date of the event. Cancellations must be made, in writing, no less than seven (7) days prior to the event for a full refund. All cancellations made less than six (6) days prior to the event are subject to a $200 cancellation fee.

Renter Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_