

# Morganton Community House Event Contract



(828) 438-5364 • 120 N. King St., Morganton, NC 28655 • [www.ci.morganton.nc.us](http://www.ci.morganton.nc.us)

Event Date: \_\_\_\_\_ Room Reserved: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Time Reserved From: \_\_\_\_\_ To: \_\_\_\_\_

Event Menu: \_\_\_\_\_

\_\_\_\_\_

Special Instructions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Event Contract Estimate

Number of meals \_\_\_\_\_ @ \_\_\_\_\_ per person = \$ \_\_\_\_\_

Sales Tax \_\_\_\_\_ Room Rental \$ \_\_\_\_\_

Other fees: \_\_\_\_\_ Total: \$ \_\_\_\_\_

GUARANTEED NUMBER OF MEALS TO BE PREPARED MUST BE CALLED IN ONE WEEK (7 DAYS) PRIOR TO EVENT. ALL ROOM RENTAL CHARGES ARE FOR TWO HOUR PERIOD. A \$50.00 PER HOUR CHARGE WILL APPLY FOR EACH ADDITIONAL HOUR. SPECIAL REQUESTS AND LAST MINUTE CHANGES MAY INCUR ADDITIONAL FEES. ROOM RENTAL DEPOSIT IS REQUIRED AT TIME OF EVENT BOOKING. THE DEPOSIT IS REFUNDABLE IF EVENT IS CANCELLED FOR VALID REASONS. CANCELLATION 30 DAYS PRIOR TO EVENT IS ALSO REFUNDABLE. Other fees and permits, and linens extra.

Agreed as stated above on: \_\_\_\_\_

Community House Manager: \_\_\_\_\_

Event Contact Person: \_\_\_\_\_