

Morganton Community House Event Contract



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

Event Date: _____ Room Reserved: _____

Contact Person: _____

Address: _____

Phone Number: _____ / _____
Home Cell

E-mail: _____

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 IS REQUIRED AT TIME OF EVENT BOOKING. THE ROOM RENTAL 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: _____