



Wild Thing Party Room Rental Agreement

Today's Date: _____ Honoree(s): _____

Contact Person: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone #'s: Cell: _____ Home: _____ Work: _____ Email: _____

Date of Event: _____ Type of Event: _____ Time of Event: _____

Room rental fee: \$ _____ Security fees (\$12/hr): \$ _____ Receipt # _____

Deposit: \$ _____ Date: _____ Cash Check CC \$ _____

Balance Remaining: \$ _____ Refund to: _____

The above party agrees to lease the cellar of Villa de Cortez for a special event as described above. A deposit of \$150.00 is due upon signing this agreement.

Payment Schedule (payments due on or before the due date):

Date: _____ Amount Due: \$ _____ Amount Pd: \$ _____ Cash Check _____

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Any cancellations will result in a loss of all monies paid to Villa de Cortez. The parties leasing the premises will be responsible for any damages occurring during the event, lost or stolen property. If customer decides to transfer a reserved date, a fee will apply.

Cellar Guidelines:

- **No Smoking**
- 100 guest capacity.
- Security guard must be hired for all events at a fee of \$12/hr.
- All Trash must be removed from basement the same night of the event. *(A fee will apply if trash is not taken out).*
- Only liquids are allowed down the sink. *(Grease and food particles must be put into garbage and removed).*
- Absolutely **no cooking** allowed in basement area.
- Make prior arrangements for decorating & food delivery.
- Parking for guests is allowed on ground floor only.
- You can bring your own food, drinks, and activities associated with your function; however, lessee will assume any liability responsibility associated the event.
- Event deadline is 12:00a.m. (An additional hour will accrue a \$100.00 fee which will be added to the Lease Agreement)
- **If payments are received 7 days after the due date, a \$25 fee will assessed.**
- **The above policies must be followed to qualify you for full return of your deposit.**

Customer Signature

Villa de Cortez Representative