

## **Red Room Rental Agreement for the Keystone Turner Hall**

1. Deposit of \$50.00 must be made within 30 days of today's date. (Non-refundable)
2. All items in the kitchen must be cleaned up (if used), floor swept, trash removed and no extensive cleaning left to do. This must all be done immediately following the event. If our catering service is used – we will take care of the items listed above.
3. Red Room rent is \$100. This will be collected the day of the event. If you use outside caterers and they need access to our kitchen, it is an additional \$50.00 rental fee.
4. Cost of Keg beer is \$225 per keg. You must provide two responsible adults at least 21 years of age to serve it.
5. You have access to our walk-in cooler and kitchen. This does not include use of our equipment. If you need to rent equipment (such as roasters or ovens) from us, that will be done separately. Please respect the space needed for our kitchen staff for serving food to our other customers.
6. Decorations: No tape or tacks on the walls or tables. Candles must be inside containers – NO OPEN FLAME. Other decorations per management discretion. You may make arrangements to decorate early if the hall is not in use.
7. We are not responsible for lost or stolen articles.
8. No beverages may be brought onto the premises. We can special order wine, champagne, or any other beverage.
9. All decorations, food, and personal belongings must be removed the day of the event or you must make arrangements ahead of time. Anything left at the Turner Hall will be discarded.

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY/STATE/ZIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

DATE OF THE EVENT: \_\_\_\_\_ TYPE OF EVENT: \_\_\_\_\_

RENTERS SIGNATURE: \_\_\_\_\_ RECEIVED BY: \_\_\_\_\_