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**Room Reservation Contract**

Client: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Room Rented: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Credit Card # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expiration: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Est. Guest Count \_\_\_\_\_\_\_\_

Rental Fee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Payment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RESERVATION DEPOSIT**

►A deposit of 50% of the total room rental fee is required to reserve a space.

► A credit or debit card must be used and held on file for any room damages or additional fees

►A booking is confirmed when the deposit, along with this signed contract, is received by Lion Hills.

►**Final total payment is due fourteen (14) days before the event, and may be made by cash, check, AMEX, Discover, Visa or MasterCard. \_\_\_\_\_**

**CANCELLATION POLICY**

►Cancellations- Any payments are nonrefundable. If you wish to reschedule your event, you must sign a new contract and a new deposit. **\_\_\_\_\_**

**SERVICES INCLUDED**

►The room rental fee includes tables, chairs, linens, flatware, china, basic glassware, room set-up and break-down, buffet set-up and serving pieces, and professional service staff, based on the event’s guaranteed guest count . Neither china, flatware, nor glassware may be brought into the facility.

►A floor plan shall be agreed upon, in writing, **seven (7) days** before the event and any changes after that will require a $50 change fee. **\_\_\_\_\_**

►If the client supplies any equipment, including but not limited to, audio-visual equipment, EMCC, Lion Hills, and the employees thereof shall not be responsible for breakage or damage thereto.

**FOOD & BEVERAGE POLICY**

►**Food prepared by Lion Hills is required**

►**A minimum purchase of $10 per person food cost plus tax and tip is required for an event**.

►No food may be brought into the facility, with the exception of specialty desserts such as wedding or birthday cakes. A $30 cake presentation fee is required.

►Clients may bring in their own alcoholic beverages **with the prior knowledge of, and approval by, Lion Hills**. Alcoholic beverage packages are listed in the banquet menu.

►**Beer kegs are not permitted.**

**FINAL GUEST COUNT**

►**A minimum of 30 people is required to have an event at Lion Hills**.

►The final guest count, or guaranteed attendance number, is due **fourteen (14) days** prior to the event. **\_\_\_\_\_**

►This number may be increased, but not decreased, up to **three (3) days** before the event.

►The final additional cost will be based upon this guarantee or actual attendance, **whichever is greater. The final additional cost will be assessed and paid at the end of the event.**

**USE OF FACILITY**

►Decorating for the event must be scheduled. Any items used on the tables must be contained.

►No live animals may enter or be brought into the building.

►No items may be attached to the walls or ceiling.

►No bubble machines may be used inside the building.

►The number of hours covered by one day’s rental is eight (8). Each additional hour beyond the eight hours is $100 per hour. **\_\_\_\_\_**

**►If you arrive more than 15 minutes early for your scheduled event time, a charge of $150 will automatically be charged to the card on file. For every hour you stay past your scheduled event time, you will automatically be charge $150 per hour.**

►All guests must be out of the facility by 12:00 AM.

►Music must be at a decibel of 80 or below.

►No high heel shoes will be allowed on the golf course.

►No smoking is allowed anywhere in the facility. Smoking is allowed only in the outside designated smoking area.

►Neither individuals nor companies are allowed to sell anything inside or outside the facility without prior knowledge of, and approval by Lion Hills.

**RELEASE**

We hereby fully release and discharge East Mississippi Community College and Lion Hills, its employees, agents, affiliates and assigns from any liability, injury, loss, damage or claim arising from my/our use of Lion Hills. We agree to report to the staff of Lion Hills any and all damage, either caused by or discovered by me/us to the buildings or contents.

My guests and I will use Lion Hills’ rooms and facilities entirely at my/our own risk and waive any claim we may have against EMCC or its staff arising from any injury that I/we may suffer, directly or indirectly, as a result of our use thereof.

**EMCC staff retains the right to ask any patron to leave the premises for any behavior or conduct deemed unbecoming or detrimental to other patrons or to EMCC.**

I have read and agree to the terms and conditions set forth above.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Customer Name (Print) Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Customer Signature for Lion Hills