

Shalom House Events Hourly Reservation Form

Mailing Address: 15081 Brown Pleasants, Montpelier, VA 23192

Physical Address: 15340 Robert Terrell Road, Montpelier, VA 23192

Phone: (804) 779-1126



Event type:		Date:	
Name:		Phone:	
Address:		Email:	
City:		State:	Zip:

Hourly Reservation Details

Event start time:	Event end time:
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Number of attendees:	Hours:
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Event spaces that will be used:

Weekdays (Mon-Thurs) Conference Room: \$75 per hour	\$400 for 6 hours between 9am-9pm	\$800 for full day (9am-9pm)
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Weekends (Fri-Sun) Conference Room: \$85 per hour	\$460 for 6 hours between 9am-9pm	\$920 for full day (9am-9pm)
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Weekdays (Mon-Thurs) Pavilion: \$100 per hour	\$550 for 6 hours between 9am-9pm	\$1100 for full day (9am-9pm)
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Weekends (Fri-Sun) Pavilion: \$125 per hour	\$700 for 6 hours between 9am-9pm	\$1400 for full day (9am-9pm)
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<p>Booking Policies: (include decorating & clean-up in rental time)</p> <ul style="list-style-type: none"> • 50% deposit is required at time of contract. Deposit is non-refundable 90 days prior to event. • Final payment is due upon arrival on day of event. • Upon arrival we will collect & hold a major credit card number to cover any damages that may occur. • Preferred payment method is check. Credit card payments will incur a 4% fee.

<ul style="list-style-type: none"> • Renter must sign Hold Harmless & Indemnity agreement form • Renter must read and agree to Shalom House Rules & Regulations

Includes:

Conference Room	Pavilion
Tables (rectangular)	Tables (rectangular)
Chairs	Chairs
Conference Room Screen / Projector	Arbor for outdoor use
Podium / Extension Cords (upon request)	Setup / Breakdown of Tables & Chairs
Setup / Breakdown of Tables & Chairs	Trash Removal
Trash Removal	

Name (Please Print): _____ Date: _____

Signed: _____