

# *The Roosevelt Ballroom*

## Rental Agreement Important Information

1. The rental deposit of ½ is non-refundable.
2. Final payment along with the refundable security/damage deposit is due 30 days prior to event. Security is required and at an additional charge of \$30 per hour per guard and must be in place at start of events and must stay until event is complete. (You will be invoiced prior to 30 day deadline.)
3. Personal items bought in are to be taken out with you on the night of the event.
4. Tables and chairs are to be left up and will be taken down by The Roosevelt staff.  
**Outside cleanup such as bottles, confetti, silly string, etc. is up to you to clean, so keep in mind when using things of this nature.**
5. All table linens provided by or rented from The Roosevelt are to be left on tables.
6. All kitchen towels and linen or to be left in kitchen sink for Roosevelt staff to clean.
7. Please allow for cleanup when considering times for event on contract.
8. Alcohol is allowed (No kegs, please.)
9. Decorations are not to be attached to the walls. All candles must be enclosed in glass.
10. No smoking is allowed in the building.
11. Sparklers are not allowed around building.
12. Rental includes the day of the event only. (8 a.m. until event conclusion)
13. Room rental includes tables, gold chairs with chocolate brown seat cushions, white linen cloths, setup and tear down, cleanup after the event. (Black seat covers and black napkins available for an additional fee.)
14. The Roosevelt kitchen is not set up for cooking.
15. All service people are ask to use service entrance located on the large parking lot side of building.

I understand the rules listed above and agree to follow them or it will lead to the loss of my \$500.00 security deposit.

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**Signature**

**Date**