

**This contract is for Friday, Saturday and Holidays Only**

*Unique Banquet Hall*

*4226 Highway 27*

*Vicksburg, Mississippi 39180*

We, at the **Unique Banquet Hall** are pleased that you are using our facilities. Please read and follow the guidelines below. If you have any questions, please contact Brenda Love at (601) 415-2039 (at any time) at (601) 630-7393, (601) 638-7482, 601-638-7200.

- Reservations are accepted up to one year in advance. Alternate dates may be submitted with the reservation in order of preference. No reservation will be deemed complete, nor a date reserved, until the deposit is received.
- Reservations are not actually booked until a deposit of \$ \_\_\_\_\_ has been received. Please note that this deposit is non-refundable, if function is cancelled. Persons renting the **Unique Banquet Hall** must be at least eighteen (18) years of age.
- Facilities may be rented between the hours of 7 a.m. and 1 a.m. The time of use on the actual Rental Contract will be the **only** time the renter(s) will be authorized to be in the facility. All hours must run consecutively. If the renter runs past the time requested, \$50 will be charged for every 30 minutes afterwards.
- Setup and cleanup must be done within the hours rented. The renter is responsible for this unless they have contracted with **Unique Banquet Hall** to set up and decorate the facility. There will be an extra charge for this.
- The renter will be issued a code to access the premises during their rental period.
- The facility will be inspected after rental use to check for cleanliness, damage or loss of equipment. **The renter will be responsible for all damages, loss of equipment and lack of cleanliness.** Your entire deposit will be forfeited for all instances noted.
- No nails, tacks, staples, scotch tape or anything that penetrates the wood walls or the tables should not be used in the banquet hall. Masking tape or reusable putty can be used for decorating purposes and must be removed from the surface at the end of the rental.
- Glitter is not permitted in the banquet hall.
- All entertainment must be approved by **Unique Banquet Hall**.
- Alcoholic beverages are permitted with a rental; however, the renter must be at least twenty-one (21) years of age. Unique Banquet Hall has to be notified if alcohol will be on the premises. Management may require security if deemed necessary
- The **Unique Banquet Hall** shall not be used for any unlawful activity or any activity, which may be disruptive, divisive, unlawful or demeaning to the community.
- The use of the Banquet hall shall be restricted to purposes, which offer community benefits and family events. These will include concerts, banquets, product demonstrations, business meetings, training classes, seminars, wedding receptions, birthday celebrations, anniversary celebrations, wedding & baby showers, family reunions, class reunions and others deemed appropriate.
- Fire codes shall be adhered to at all times; including, but not limited to, seating capacity, etc.
- **Smoking is prohibited inside the Unique Banquet Hall.**
- The specific use of **Unique Banquet Hall**, and whether alcoholic beverages will be brought on premises must be noted on the contract.

- Use of the **stove in the kitchen is not included in the rental fee**. If the stove is needed, there will be an **additional fee of \$50.00**. You must pay in advance. I will not come out on the day of the event and turn the stove on. \_\_\_\_\_ (initial please)
- Renter is responsible for the clean up of the facility and kitchen (if used). All trash to include food must be placed in heavy-duty plastic garbage bags and secured tightly and deposited of in designated place.
- **Unique Banquet Hall** will not assume responsibility for items left after the rental time. The renter is responsible for removal of all equipment within the rental time.
- Tables and or tablecloths (if rented) must be protected from candle wax.
- All equipment and art works shall remain in the facility at all times with no exceptions.
- To protect parties involved, equipment and facilities will be inspected before and after each event.
- The renter shall assume full responsibility for the character, acts and conduct of all persons admitted to said premises during the term of the rental contract and renter shall comply with all laws, ordinances, rules and regulations of the State of Mississippi and Warren County. If a violation occurs and is not immediately corrected, **Unique Banquet Hall** will terminate the event and no refund will be permitted.
- The renter shall be liable for all damage to the facility and equipment and agrees, to indemnify and hold **Unique Banquet Hall** harmless from any claims and suits arising out of injury or death to any person or damage to property resulting from use of said facility. \_\_\_\_\_ (initial please)
- **Unique Banquet Hall** reserves the right to refuse rental of the facility to any person, or organization that has in the past, violated any policies and procedures, rules and regulations or has shown a disregard for persons or property or who in the opinion of **Unique Hall** did not conduct themselves in a peaceable and appropriate manner.
- Should any rental rules be violated, the event may be ended with no refunds.
- Children must be supervised at all times while you are in the facility.
- Unique is not responsible for acts of GOD with the weather or Entergy outages. **No refunds.** \_\_\_\_\_ (initial please).

I have read & understand the rental guidelines for **Unique Banquet Hall** and agree to fully comply.

\_\_\_\_\_  
**Name of Renter**

\_\_\_\_\_  
**Date of Event and Type of Event**

\_\_\_\_\_  
**Address:**

\_\_\_\_\_  
**Phone number**

\_\_\_\_\_  
**Signature of Renter**

\_\_\_\_\_  
**Date contract signed**

\_\_\_\_\_  
**Monies received by:**

\_\_\_\_\_  
**Hours rented**

{ \_\_\_\_\_ } { \_\_\_\_\_ }  
**Rental amount      Deposit amount**

{ \_\_\_\_\_ } { \_\_\_\_\_ }  
**Amount pd today      Bal due (7)days before event**

**A Clean up deposit of \$ \_\_\_\_\_ is added to the balance due and will be refunded after inspection of facility.**

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## **Rental Rates**

**Banquet Room – seats 150 comfortably – fee includes: room, tables and chairs**  
The rental does not include stove, tablecloths or chair covers. Pam Durman with Lasting Impressions have linen available to rent. Phone number for her is 601-634-8089.

**Friday and Saturday fee is \$375.00 only. Those days cannot be rented by the hour.**

### **From 7 a.m. to 1 a.m.**

\$375.00 rental fee PLUS a \$100.00 cleanup/damage - refundable surcharge

**Deposit amount is \$125.00**

Balance due 7 days before the event is \$350.00. The \$100.00 will be refunded after inspection within 3 days.

If you are not out by 1:00a.m. there will be a \$50.00 charge per hour.

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### **Sunday thru Thursday excluding holidays.**

You can rent for 6 hours which includes decorating for \$150.00. Facility must be vacated before 7:00 p.m.

**\$100.00 deposit**

There will be **no** exceptions to the rental times. **Must** be out by 7:00pm.

**You can also rent for \$275.00 for the entire day excluding holidays. Times are 7:00am -1:00 am**

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**\*NOTE: A non-refundable security deposit will be charged for all rentals, ranging from \$100 to \$125.00**