



SITE RENTAL AGREEMENT FORM

1. CLIENT INFORMATION:	
FULL NAME:	
ADDRESS:	
EMAIL:	
PHONE NUMBER(S):	
DATE OF EVENT:	
IS YOUR DATE FLEXIBLE?	Yes No
EXPECTED NO. OF GUESTS	

2. EVENT DETAILS:			
Time Event Begins:		Time Event Ends:	
Set-up Begins:		Set-up Ends:	
Breakdown Begins:		Breakdown Ends:	
Total # of Days/Hours Rental:			
Other Details:			

3. TYPE OF EVENT:	
Wedding Ceremony	Corporate Event
Wedding Reception	Concert
Birthday Party	Cocktail Event
Baby Shower	Other
Specify:	

4. TYPE OF SPACE REQUESTED: (Check all that apply)	
Great Lawn	Side Lawn
Courtyard	Stage
Gazebo	Conference Room
Steadman Bodden Lawn	Other
Specify:	
<p><i>Rates listed are for events from two (2) hours in duration with additional hours prior to the event for set-up and post the event for breakdown/clean-up. If more time is required, venue spaces may be billed on a pro-rated rate in one (1) hour increments depending on the nature of the event.</i></p>	

5. RENTAL EQUIPMENT REQUIRED: (Check all that apply)		
Tables: <u>Max available:</u> 10 Round /12 Square	6' Round Quantity:	6' Square Quantity:
Chairs:	Quantity:	
Other:		

6. BEVERAGE REQUIRED: (Check all that apply)		
Alcohol**	Non-Alcohol Event	Other
Specify:		
<p><i>**Note: We do have on site Alcohol beverage provider, The Outpost Bar and Grill, if for any reason you choose not to use The Outpost Bar and Grill as your Alcohol beverage provider, you may choose to bring outside alcohol or set up your own bar.</i></p>		

Special Notes:

FOR OFFICE USE ONLY:

Site Rental Charge:	
Amenities Charge:	
Staffing Charge:	
Waste Removal Charge:	
Other:	
TOTAL:	
DEPOSIT:	
BALANCE:	

I _____ agree to the above details and attached agreement with Pedro St. James.			
Signature of Renter:		Date:	
Signature of Operations Manager/Designate:		Date:	
<i>Please Note: Pedro St. James requires a 20% deposit to reserve your date. The balance is due 72hrs prior to the event. A non-refundable processing fee of \$100 is applied to all cancelations.</i>			

We look forward to working with you and to making your event a memorable experience!