



## Event Information

### Event Type

- Wedding Ceremony and/or Reception
- Private Event (shower, family reunion, birthday party, graduation, etc.)
- Non-Profit Event
- Business Meeting/Event
- Concert
- Other (please specify)

### Name of Person Renting Facility \_\_\_\_\_

\_\_\_\_\_

Event Date

\_\_\_\_\_

Number of Guests

\_\_\_\_\_

Start Date & Time

\_\_\_\_\_

End Time

\_\_\_\_\_

Primary Contact Name

\_\_\_\_\_

Phone Number

\_\_\_\_\_

Address

\_\_\_\_\_

Email

\_\_\_\_\_

Day-of Event Emergency Contact  
(in the event Primary Contact cannot be reached)

\_\_\_\_\_

Phone Number

I have rented **The Timbers** on the above date. I understand and hereby agree that the \$500 deposit is non-refundable. I acknowledge the remaining rental payment is due in full at the time of booking or at a minimum 14 days prior to the date of the event. I agree to leave **The Timbers** in the same condition it was in when rented, i.e. tables and chairs put back as found, floors swept, stools flushed, garbage taken out, be sure water isn't running, lights out, doors locked. I confirm that I have received a copy of **The Timbers** rules. I hereby grant & authorize the right for pictures of my event to be used in promotional materials including, but not limited to brochures, advertisements, websites, and social media. I understand and hereby agree that I am responsible for any, and all, damages that may occur during the time of my occupancy and for the cleanup of **The Timbers** after my use. I understand and hereby agree that if I fail to clean up properly or if any damages occur, a minimum \$250 clean-up/damage fee will be charged to the card on file. I understand and hereby agree that if the clean-up and/or cost of repairs exceeds \$250, I will be held responsible for the excess cost. I also agree to assume entire responsibility and liability for all damages or injuries to all persons, arising out of, resulting from or in any manner connected with the use of **The Timbers** facilities, and agree to indemnify and save harmless TUNE, its agents, and employees from all such claims including liable and legal fees and disbursements paid or incurred to enforce the within provisions. I will also provide **The Timbers** with a certificate of liability listing **TUNE** as an additional insured. I have read the above statement and sign my name hereto:

### Renter:

\_\_\_\_\_

Signature

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Date



\$ \_\_\_\_\_ Rental Fee ( ) Paid by Check # \_\_\_\_\_ Date: \_\_\_\_\_  
 \$ \_\_\_\_\_ Bar Rental ( ) Paid by Check # \_\_\_\_\_ Date: \_\_\_\_\_  
 \$ \_\_\_\_\_ Deposit ( ) Paid by Check # \_\_\_\_\_ Date: \_\_\_\_\_  
 \$ \_\_\_\_\_ Balance Due ( ) Paid by Check # \_\_\_\_\_ Date: \_\_\_\_\_

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**Credit or Debit Card Form**  
**(4% service fee will be applied)**

Approved Use For:

- \_\_\_\_\_ Deposit
- \_\_\_\_\_ Rental Fee
- \_\_\_\_\_ Bar Tab for Open Bar of \$ \_\_\_\_\_ amount
- \_\_\_\_\_ Cleanup/Damage Fee (all events must have at least 1 card on file prior to event)
- \_\_\_\_\_ All Payments and Fees

\_\_\_\_\_  
 Name on Card

\_\_\_\_\_  
 Billing Address

\_\_\_\_\_  
 Billing City, State, Zip

\_\_\_\_\_  
 Card Number

\_\_\_\_\_  
 Expiration Date

\_\_\_\_\_  
 CVV Code

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

Please leave company names, contact name and phone numbers for the following vendors so if we have any questions or concerns before/after your event we know who to contact.

Insurance Carrier: \_\_\_\_\_

Caterer: \_\_\_\_\_

Baker: \_\_\_\_\_

Rental Company (tables, chairs, linens): \_\_\_\_\_

Florist: \_\_\_\_\_

Photographer: \_\_\_\_\_

Music (DJ, band, etc.): \_\_\_\_\_