

Julie's Event Center
3120 Junction Highway
Ingram, Texas 78025
830-367-5935
www.julieseventcenter.com

Weekend Facility Rentals – Friday, Saturday or Sunday

Facility rental for 4 hours	\$ 500.00
Facility rental for 18 hours	\$ 800.00
Facility rental for 36 hours	\$ 1200.00

Rate for additional hours on weekends - \$125.00 per hour

Weekday Facility Rentals - Monday through Thursday

Facility rental for 4 hours	\$ 250.00
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Rate for additional hours on weekdays - \$75.00 per hour

All other rentals of the facility are negotiable.

Thank you for considering our facility for your special event. Please call or e-mail to reserve your meeting, party, reception or event.

All rental prices include setup, use of our kitchen, and we will also include white linen tablecloths and napkins, if desired.

**JULIE'S EVENT CENTER
3120 JUNCTION HIGHWAY
INGRAM, TEXAS 78025
RESERVATION AGREEMENT**

EVENT NAME _____
DATE AND TIME OF EVENT _____
CONTACT PERSON _____
PHONE NUMBER (S) _____ E-MAIL _____
MAILING ADDRESS _____
TOTAL # OF GUESTS _____ ALCOHOL Y__ N__ FOOD Y__ N__
ADDITIONAL INFO. _____

TERMS AND CONDITIONS FOR RENTAL AT JULIE'S

1. A **50% non-refundable deposit** is due at time of reservation. **Balance** is due 10 days before the event.
2. A **Cleaning/Damage deposit** of \$300.00 is due 10 days before the event. After the event, the facility will be inspected and the deposit balance will be timely returned. (We have a checklist to help you understand the expectation of Julie's)
 - Cleaning will be assessed at \$40.00 per hour
 - Damages will be assessed at the cost of repair
3. If alcohol is served, security must be provided; **one security guard per 100 guests**. The security guard must provide Julie's with proper identification prior to event.
4. Julie's Event Center is not liable for any theft, accidents, or incidents that may occur during your rental.
5. All events must end by 2 a.m.

I have read and agree to these terms and conditions of Julie's Event Center.

Signature of responsible party

Date

CLEAN UP CHECKLIST FOR JULIE'S EVENT CENTER

If you perform the following tasks completely, the cleaning deposit will be returned in full. (providing there are no damages)

1. The kitchen is left as found and the refrigerator emptied.
2. No food or trash left in the building. There is a dumpster provided outside.
3. The floor is swept clean.

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Julie's Event Center provides the facility for you to be able to completely plan your special event "just the way you want it". We can accommodate all types of venues: from exercise classes to a business seminar to a formal banquet seating of 200 guests. Owned and operated by Mark and Julie Hensley, just call or e-mail Julie for a showing of the facility and start planning your next event.

Choice of Catering:

We give you the option to hire a caterer, have your favorite restaurant drop off food, or cater your event yourself. Our kitchen and prep room are yours to use.

Customized Set up and Tear Down:

We will set up all the tables and chairs according to your customized layout and also provide white tablecloths and napkins, if you desire.

Music: Both DJ's and bands are allowed.

Smoking: Smoking, including cigars, is allowed outside where ashtrays are provided.

Alcohol:

We give you the flexibility to bring your own alcohol for your event, but we do ask that you provide security if you do so. One security guard per 100 people will be required.

Walk-through meeting:

To finalize the details, we would like to meet at least 2 weeks prior to your event. At that time, we will decide and "draw" your table and chair configuration, discuss your timeline and address any other questions about your event at Julie's.

Other rental needs:

We have the availability for you to rent "food" related items for your event. Plates, silverware, glassware, colored linens, and other items may be rented from Queen B's Tea Room.

