

Cypress Hall Deposit Agreement

Thank you for choosing Cypress Hall & Pavilion for your special occasion. We would like to welcome you as a customer and make you aware of the terms and guidelines of renting Cypress Hall & Pavilion and reserving your function's date. The Following is the procedure for scheduling your event and making a deposit as well as Cancellations.

1. A deposit of \$1000.00 must be made in order to hold any date in the Calendar of Events for Cypress Hall & Pavilion. \$700.00 of the 1000.00 Deposit will be credited towards the final balance of your planned function's package price. The other \$300.00 is kept for the booking and processing fee.
2. Estimates and arrangements for your functions menus must be prepared thirty (30) days prior to your event and final contract preparations must be in place. (See Administrator of Events) To officially reserve a date, you must sign and return this "Agreement" contract with the appropriate deposit.
3. Finalized prices, Sales tax, Gratuity and specific information regarding the function will be outlined on final agreement. (See Administrator of Events)

Cancellations

1. In case of cancellation, a written letter must be faxed, emailed or dropped off to the Administrator of Events. Any deposits or payments already received will not be refunded.
2. Any function cancelled between 1 and 14 days of the event date will be responsible for 100% of the agreed contract.

Mailing Address: _____

Email Address: _____

Phone Number: () _____ - _____

Type of Event: _____

Lessor
Frank's Inc.

Print: _____

Sign: _____
Cypress Hall Administrator

Lessee

Print: _____

Sign: _____