WK Palmetto Village Reservation & Use Contract - *Personal & Private Use*

Rate Schedule/Facility Selection

Room/Area	Seating Capacity	Hourly Rates (2 hour minimum)	Deposit
Ballroom (2nd floor)	100-150	$250	$1000
Dining Room *(1st floor)*	24	$100	$500
Grumpy's II Pub *(1st floor)*	19	$100	$500
Conference Room *(1st floor)*	8	$50	$500
Classroom *(1st floor)*	20	$75	$500
Bridal Room, Suite I*	10	$10	$500
Groom's Room, Suite II*	10	$10	$500
Cypress Courtyard	n/a	$100	$500
Palmetto Park	24	$100	$500
Full Property	n/a	$675	$1500

**Included at no additional fee with no additional deposit for all wedding and wedding receptions*

Fee Schedule

Maintenance Fee applies to all bookings $200

Reservation Type

☐ Single Use: Requested Date _____ Requested Event Time _____

☐ Recurring: Requested Dates _____ Requested Event Times _____

Renter Information

Phone Number (_____)_____

Name of Renter _____

Mailing Address Renter _____

Email Address _____

Payments

Deposit		
Rental Fee(s) Total		
Additional Fees		
Maintenance Fee		$200
Custom Room Set Up fee		
	Total Due for Event	

Renter Initials _____

Terms

To secure the venue for the date(s) and time(s) above, the full deposit must be paid at the time of contract execution. Payment may be made by cash, check, or money order. Credit Card payments cannot be accepted at this time. Rental fees are broken into two payments with 50% of Rental Fee due 60 days prior to event date (or due at booking if event is less than 60 days from date of contract) The remaining balance along with the Maintenance and Additional time fees is due 14 days prior to event (or due at booking if event is less than 14 days from date of contract).

Event Security

Renter is responsible for applying with all local ordinances regarding security. Renter agrees to abide by all local laws and regulations. Arrangements for security can be made through the Bossier Sheriff's office. Any fees associated with the security are the responsibility of the renter. WK Palmetto Village reserves the right to require security for events with over 100 attendees regardless of whether alcohol is served.

Insurance

WK Palmetto does not provide insurance for your event. It is recommended that you confer with your insurance professional regarding insurance for your event. Any third-party vendors used by renter must provide a copy of currently in force Liability Insurance to WK Palmetto staff 14 days prior to the event.

Cancellation

Events canceled greater than 30 days from the event will receive a full refund of the deposit and all prepaid fees. Events canceled less than 30 days from the event will receive 50% of the deposit and all prepaid fees. In the event another renter books the venue, the full deposit will be refunded.

Release

I, the undersigned, do affirm that I am an authorized agent, able to execute this contract, and that I release and forever discharge Willis-Knighton Health System, WK Palmetto Village, their respective employees, trustees, underwriters and insurers, officers, agents and any parent, subsidiary or otherwise affiliated entity {hereinafter collectively "Willis Knighton"} from any charges, claims, demands, suits, liens, debts, damages and causes of action whether it relates to damages to person, property or both arising out of use of the property/properties indicated in this contract. This release shall be binding on my heirs, executors, administrators, personal representatives, successors, and assigns.

I acknowledge that WK Palmetto Village is a tobacco free facility. Smoking, vaping or the use of chewing tobacco is strictly prohibited. I understand that I am responsible for the actions of attendees at the event(s) in this contract.

The security deposit is fully refundable provided I/my organization abides by the conditions and policies of the property, less any additional fees incurred for damages or additional time as per the terms above.

Willis Knighton Health reserves the right to deny future use to any group, organization or individual that fails to adhere to policies for use.

By signing this document, I confirm that I have received, read and agree to abide by the policies and terms of WK Palmetto Village.

THUS DONE AND SIGNED on this the _____ day of _____, 20_____.

_____ _____

(Signature/Responsible Party) (Signature/Palmetto Management)

_____ _____

(Printed Name/Responsible Party) (Printed Name/Palmetto Management)