

HighPointe Estates

Banquet Room & Kitchen Reservation Form

Resident Name _____ Phone _____
Address _____ Phone _____
E-mail _____ Fax _____

Date of Reservation _____ Time Period _____
Type of Event _____ Number of Guests _____

\$ _____ Banquet Room ONLY (\$60 for 1-4 hours)

\$ _____ Banquet Room ONLY (extra hours for \$40/hour)

\$ _____ Banquet Room + Kitchen (\$135 for 1-4 hours)

\$ _____ Banquet Room + Kitchen (extra hours for \$40/hour)

\$ _____ Rental Cost - Subtotal

\$ 200.00 Security Deposit (Security deposit less cost of cleanup, laundry services, and/or damage will be returned to Resident) A \$25.00 minimum will be withheld from the deposit to cover laundry services for table linens.

\$ _____ **Total amount due - remitted with this form. Payment in full must be received no less than five (5) days prior to the date of the event.**

Reservation will NOT be confirmed until full payment has been received.

Resident is financially responsible for any and all damage caused by his/her guests.

Residents and guests may not consume any items in the kitchen not belonging to the resident. If any items are consumed, resident will be charged to replace the items (\$10.00 minimum).

Resident signature _____

Reservation confirmed by _____

Tina Stiller is our Events Coordinator and can be reached at (970) 484-0101 or HighPointeEstates@gmail.com

Confirmation notice will be sent to you by mail, fax or email.

Event Cancellation Policy

4 weeks or more prior to event - all monies are refunded

21-27 days prior to event - forfeit 50% of rental charge

Less than 21 days prior to event - forfeit 100% of rental charge