

Classique Banquet Hall

RESERVATION REQUEST FORM

Today's Date:

Group/Organization Name:	
Name of Event:	
Primary Contact Name:	
Address:	
City, State, Zip:	
Contact #:	Alternate # :
Email Address:	
Event Date:	Type of Event:
Event Start Time:	Event End Time:
Expected # of Attendees:	Head Table #:
Access Requested By: <small>(Please note this time will be included in rental period)</small>	

PACKAGE REQUESTED:

BANQUET ROOM ONLY:	GOLD PACKAGE:
<input type="checkbox"/> 100 guests <input type="checkbox"/> 200 guests <input type="checkbox"/> Flip Room	<input type="checkbox"/> 100 guests <input type="checkbox"/> 150 guests <input type="checkbox"/> 200 guests
SILVER PACKAGE:	CLASSIQUE PACKAGE:
<input type="checkbox"/> 100 guests <input type="checkbox"/> 150 guests <input type="checkbox"/> 200 guests	<input type="checkbox"/> 100 guests <input type="checkbox"/> 150 guests <input type="checkbox"/> 200 guests

Chair Covers, Sashes, Table Cloths and Hurricane Centerpieces (these are included with any of the packages)

50 guests 100 guests 150 guests 200 guests Flip Room

* Room rental fee includes set-up and breakdown. * Security & Cleaning is additional.

EQUIPMENT REQUIREMENTS:

The following equipment may be available at an additional cost. The use of one corded microphone and a podium is complimentary.

Microphone Cordless Microphone LCD Projector/Screen CD/DVD capability

CATERING:

Yes No In-house Outside Caterer

If you prefer your own caterer, they must be licensed and insured

ALCOHOL:

Yes No *Additional charge, Licensed and Insured (Security required)*

PLEASE INDICATE ANY ADDITIONAL COMMENTS OR SPECIAL NEEDS:

Classique Banquet Hall

WEDDING RECEPTION REQUEST FORM

To request more wedding information from us, simply fill out the form below and email to ClassiqueBanquetHall@gmail.com or fax to 678-759-1044.

Name of Bride: _____

Name of Groom: _____

Today's Date: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Email: _____

Date of Wedding: _____ Is the date flexible: Yes No

Theme of Wedding: _____ Budget: _____

Wedding Party Count: _____ Number of Guests: _____

Color(s): _____

Start Time: _____ End Time: _____

Event(s) you're looking for: Ceremony Reception Dance Other

Flowers: Yes No Centerpiece Desire: Yes No Number at Head Table _____

A/V Equipment: Microphone Screen Laptop Overhead Led Projector

DJ or Band Service: Yes No Wine/Punch Required? Yes No

Cash Bar Required? Yes No Time Bar Should open: Yes No

Beer/Liquor Tickets? Yes No If yes, how many would you like to purchase? _____

CLASSIQUE BANQUET HALL, LLC
CONTRACT/RENTAL AGREEMENT

Event Date _____ Type of Event _____
Event Hours _____ Approximate # of Persons attending _____
Contact Person _____ Email _____
Home Phone _____ Other Phone _____
Address _____

I. PAYMENT TERMS, RENTAL FEE & SECURITY DEPOSIT

1. The minimum rental time of the facility is for 6 hours unless otherwise negotiated with Classique Banquet Hall (herein after called "Classique's") the rental fee for the use of the facility is \$_____ for the first 6 hours. Rental fees for time blocks other than those described are subject to negotiation with Classique's.
2. The renter shall pay a reservation deposit of \$_____ at the time this contract is executed, to hold the facility for the scheduled event.
3. The renter shall further pay to Classique's 15 days prior to the scheduled event, a security deposit in the sum of _____, in the form of a check, the receipt of which is hereby acknowledged as having been heretofore deposited with Classique's in conjunction with the rental of the Banquet Hall to be held a security for any damages to the Banquet Hall or as payment, in whole or in part for any costs or expenses incurred by Classique's resulting from the failure of the Renter to surrender the Banquet Hall in the condition described in Paragraph 9 herein. Unless withheld by Classique's, in whole or in part, by reason of any damage to the Banquet Hall, the security deposit shall be returned to the Renter within fourteen business days after the termination of this agreement, provided that the Renter has delivered to Classique's a forwarding address, in writing, at, or prior to the date the Renter shall surrender the Banquet Hall to Classique's.
4. The balance of all fees is due in full (15) days prior to the scheduled event. Classique only accepts cash or local checks for payment. Checks should be made payable to Classique Hall. Sorry, we do not accept credit cards of any type
5. A fee of \$30.00 will be charged for any checks returned because of non-sufficient funds.
6. To finalize plans and a firm commitment of people attending, please contact the Banquet Hall manager, Ruby Pue at (404) 791-7079 at least twenty-one (21) days prior to the scheduled event date, unless otherwise negotiated with Classique.

7. Any correspondence by mail should be sent to: Classique Banquet Hall, 6631 Hwy. 42, Suite 105, Rex, Ga. 30273.

II. CANCELLATION POLICY

1. Renter may cancel agreement up to ninety (90) days prior to the start of the scheduled event and receive a twenty (20) percent refund of all rental fees.
2. Cancellation of the rental agreement with less than sixty (60) days remaining prior to the start of the scheduled event results in forfeiture of all rental fees to Classique.

III. RULES AND REGULATIONS

1. Renter shall faithfully observe and comply with Classique's rules and regulations. Classique shall not be responsible to Renter for the nonperformance of any of said rules and regulations by any other Renter or person. The facilities are to be used with great care and respect
2. Renter shall use the Banquet Hall only for the specific purposes and activities described herein as _____

No other purposes shall be permitted unless such other purpose or use is approved by Classique in writing. Renter shall not allow the Banquet Hall to be used for any improper, immoral, unlawful, or objectionable purpose, nor shall Renter cause, maintain or permit any nuisance (whether public or private) in, on or about the Banquet Hall, including but not limited to, objectionable or harmful noises and odors. Renter shall not commit or suffer to be committed any waste in or upon the Banquet Hall, except for reasonable wear and tear. Renter shall not use the Banquet Hall or permit anything to be done in or about the Banquet Hall which will in any way conflict with any private restrictive covenant, law, statute, ordinance or any rule or regulation of Classique's or any governmental or quasi-governmental authority now in force or which may hereafter be enacted or promulgated, provided that Classique represents to Renter that under applicable zoning laws and present covenants of record there is no impediment to use of the Banquet Hall as contemplated by this agreement. Classique will not, during the term of this agreement and any extension hereof, agree to any private restrictive covenant or enact any rule or regulation which would impair the ability of Renter to use the Banquet hall as contemplated by this agreement.

3. Classique's, its agents, employees and representatives, shall at all reasonable times have the right to enter the Banquet Hall provided prior notice is given to Renter, for the purpose of and to: inspect the same; supply any service provided by Classique to Renter hereunder; post notices of non-responsibility; alter, improve or repair the Banquet hall, or for any other purpose.
4. The maximum capacity for the Banquet Hall is 200 persons.
5. Classique reserves the right to exclude or expel from the Banquet Hall any person who, in the judgment of Classique, is intoxicated or under the influence of liquor or drugs, or who shall in any manner do any act in violation of any of the rules and regulations of the Banquet Hall.

6. No Banquet Hall property can be removed from the Banquet Hall at any time. No heavy furniture or other objects shall be moved over the floors of the rooms, halls, landings or stairs so as to mark them.
7. No sign, placard, picture, symbol, mark, advertisement, name or notice shall be inscribed, displayed, printed, placed or affixed on or to any part of the outside or inside of the Banquet Hall without the prior consent of Classique and Classique shall have the right to remove any such sign, placard, picture, symbol, mark, advertisement, name or notice without notice to an at the expense of Renter. Spikes, hooks, nails, thumbtacks or screws shall not be inserted in the walls or floors or woodwork of the Banquet Hall.
8. Renter shall not place anything or allow anything to be placed near the glass of any window, door, partition or wall which is visible from outside the Banquet Hall. Renter shall not, without prior express consent of Classique cause to be covered or otherwise sunscreen any window. Windows shall not be allowed to remain open so as to admit rain or snow or cause injury to the property of other Renters or to the property of the Classique. Renters neglecting this rule are to be held responsible for any resulting damage.
9. Renter shall not permit or suffer the Banquet Hall to be occupied or used In a manner offensive or objectionable to Classique by reason of light, radiation, magnetism, noise, odors and /or vibrations. Neither Renter, nor the employees, agents, servants, visitors or licensees of Renter shall place, leave or discard any rubbish, paper, articles or objects of any kind whatsoever outside the doors of the Banquet Hall.
10. No animals or birds may be brought into or kept in or about the Banquet Hall, with the exception of service animals.
11. Music is to cease playing at midnight and the Banquet Hall must be vacated no later than 1:00 a.m.
12. Renter, it is your responsibility to clean up after your event. In the event of the Banquet Hall has not been cleaned, i.e. table and chairs stacked, all trash in the provided garbage cans, and anything else that needs attention, there will be a \$ _____ charge for Classique Banquet Hall employees to clean it. The fee will be deducted from the \$ _____ deposit.
13. The kitchen facilities, and all kitchen appliances, shall not be used for any purpose other than that for which they are constructed. Kitchen facilities are to be used only for the warming, re-warming or chilling of food items. No cooking or baking is allowed in the Banquet Hall without the express prior approval of Classique.
14. Renter must refrain from the doing of any act in the Banquet Hall that may conflict with any of the rules and ordinances by the Board of Health or with any statute or municipal by-laws.
15. Renter must refrain from the doing of any act in the Banquet Hall which would in any way create a risk of fire, or conflict with the laws relating to fires or the regulations of the fire department, or result in any increase in the rate of fire insurance covering the building and/or contents and further not to bring or store anything whatsoever therein which would have a like or similar result.

16. Classique shall have the right to prohibit any advertising by Renter which, in Classique's sole judgment, tends to impair the reputation of the Banquet Hall, and upon written notice from Classique, Renter will refrain from or discontinue such advertising.
17. Renter, having examined the Banquet Hall or having waived examination of the Banquet Hall, prior to the execution of this agreement, is satisfied with its physical condition for use of the Banquet Hall, and said use of the Banquet Hall shall be conclusive evidence of same.

IV. LIABILITY AND BREACH

1. Classique and its officers/representatives and/or members shall not be liable for any and all accidents or injuries within the building or outside of the building, as is more fully described in the attached Waiver of Liability Agreement.
2. Renter agrees that Classique and its members, officers, agents, representatives or volunteers are not responsible for any stolen or lost articles.
3. Renter agrees that if in breach of this agreement, I institute, or attempt to institute, any judicial proceedings against any of the persons listed in this agreement in connection with Classique, I shall bring them in the Circuit Court of Clayton County, Georgia, or in the United States District Court for the Northern District of Georgia, located in Atlanta, Georgia, and I consent to personal jurisdiction in those courts. I further agree that, if in breach of this agreement, I institute, or attempt to institute, any such proceedings, I am responsible for all cost and attorney's fees of any person or entity against whom I institute or attempt to institute, such proceedings. Renter agrees that this contract/rental agreement shall be governed by and interpreted in accordance with the laws of the State of Georgia.
4. Renter further agrees that in the event that any clause or provision of this contract/rental agreement shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this contract/rental agreement, which shall continue to be enforceable.

THIS CONTRACT/RENTAL AGREEMENT is made on this _____ day of _____ 20 _____. I acknowledge that I am signing the agreement freely and voluntarily, and intend by my signature to be bound to all of the terms and conditions contained herein.

Lessee Signature :

Date

Lessor Signature:

Date