

WILLOW WIND SMALL PARTY ROOM

Client _____ Event Date ____/____/____

Address _____ Type of Event _____ Time _____

Phone _____ email _____ Number of guests _____

Charges plus tax per day for rental of Willow Wind Small Party Room facility, for the time and date specified above.
Client agrees to and understands all terms as signified by their initials.

TERMS

(READ AND INITIAL TERMS)

Building will not be accessible for entry until your event time below. Plan event time, plus clean up time accordingly. Address for the Party Room is **3365 W HWY 36**. Client agrees to have tables, chairs, floors, kitchen, outside play area, bathrooms and anything you have brought into the parking area clean and in pristine order as when they entered the premise, by the end of the contract hour. Client is responsible for cleaning all tables and chairs, sweeping, mopping, taking all trash, décor, food, etc. to the dumpster provided, upon leaving. There will be a cleaning checklist provided. Willow Wind offers a clean up service for a fee (cleaning and damage deposit). **There is NO SMOKING IN THE BUILDING. Cigarette smell and or damage will result in a lost deposit, Please dispose of cold cigarette butts in the dumpster, not trash can inside building.** _____ *

Client has access to the kitchen area but understands at **no time** are children allowed in the kitchen area. Client agrees to brief all concerned about this regulation and be vigilant. Stove/oven, not for use. The microwave is for warming prepared foods only, not for cooking and preparing meals on premise. Cook grills, fires and fireworks are not allowed on property. _____ *

Client understands NO tape, glue, nails, screws, push pins, staples, tacks or the like may be used on any surfaces. Client may use sticky tack (pliable clay like products used for removable adhesion) to hang Crepe or pictures on walls only. Willow Wind has provided ceiling hooks for your convenience for banners, etc. Client agrees to not hang anything from the ceiling bars, but only use hooks provided. A center ring is provided for piñatas. A step stool is provided in the kitchen for these uses, please do not stand on the tables or chairs. _____ *

Willow Wind reserves the right to collect from any CLIENT, any charges and or damages not covered by the cleaning/damage deposit incurred by the CLIENTS use of the facility. Damages to or on the facility or premises by/to CLIENT, guest, employees, independent contractor, or any other agent acting on behalf of the CLIENT resulting from activities during this event are the contracted CLIENTS responsibility. _____ *

Payment is due upon signing the contract. Cancellation 2 weeks or less will result in no more than a 30% refund. CLIENT agrees to pay \$37.00 service charge on all returned checks. A \$150.00 check deposit is due upon signing the contract and can be picked up 3 business days after the event or destroyed, if all conditions have been met. _____ *

Summary of charges

Facility charge: ½ day \$39.95+tx 11-3pm _____ 4-8pm _____ FULL DAY \$69.95+tx _____
Total Balance ck # _____ cash _____ cleaning/damage deposit ck# _____

CLIENT SIGNATURE _____ **DATE** _____

I will advise willow wind before bringing any inflatables on property. I have retained a copy of this for my records _____ *

CLIENT AGREE NO FURNITURE OR PROPERTY OF WILLOW WIND WILL BE TAKEN OUTSIDE. FOR INSIDE USE ONLY

Return to:

Willow Wind
3353 W Hwy 36
Searcy, AR 72143

contact Andrea @ Willow Wind 501-279-7959
www.info@willowwindarkansas.com