

EVENT CABIN CONTRACT

Terms: \$300 DAILY RENTAL RATE - Due at time of booking to reserve the date and time, balance due ten (10) days before event. Event Cabin, furniture, appliances and audio visual equipment must be returned in same manner as rented. There will be charged assessed after we've determined any room damages. Any cancellation within ten (10) days of the event is **non-refundable**.

Return this contract signed with your credit card information.

Company or Person Name: _____
 Address: _____
 City, State, Zip: _____
 Phone: _____ Email _____
 Event Day & Date: _____ Arrival Time: _____ # of Guest _____ #of Chairs _____

EVENT ROOM DAILY RENTAL	\$300 PER DAY		\$ _____
EVENT ROOM ATTENDANT	\$100 PER DAY	_____	\$ _____
EVENT ROOM CATERING – BREAKFAST	\$10 PER PERSON	_____	\$ _____
EVENT ROOM CATERING – COLD-CUT LUNCHEON BUFFET	\$14 PER PERSON	_____	\$ _____
EVENT ROOM CATERING – AFTERNOON SNACK	\$6 PER PERSON	_____	\$ _____
RESTAURANT DINING ONLY– LIMITED LUNCH MENU	\$20 PER PERSON	_____	\$ _____
AUDIO VISUAL EQUIPMENT RENTAL	\$150 PER DAY		\$ _____
	LCD Projector	_____	
	Power Amplifier	_____	
	DVD/CD Player	_____	
	Wireless Keyboard w/mouse	_____	
	Wireless Presenter w/laser pointer (red)	_____	
	Laser Pointer (green)	_____	
	TV/DVD wall mounted (No TV reception)	_____	
	Presenter Easel w/pad	_____	
	TOTAL		\$ _____

PLEASE NOTE: MINIMUM OF 20 PEOPLE FOR IN ROOM CATERING

I have read and full understand the Mt Charleston Lodge terms and have completed this contract. Failure to return this signed contract without my event cabin rental may result in the loss of my reservation.

Authorizing Signature: X _____ Date: _____
 Method of Payment (Circle One) Cash Check Credit Card
 Name on Card: _____
 Card Address: _____
 Card Number: _____
 Expiration Date: _____

This signature authorizes Mt Charleston Lodge to charge my card account for the amount listed above

Credit Signature: _____ Date: _____

Coordinator: _____ Date: _____

Return Completed and Signed form to Mt Charleston Lodge c/o Coco Logan, 5375 Kyle Canyon Road, Las Vegas, NV 89124, 702-872-5408 option 1 or Fax to 702-872-5403