

# Buhl Park's Conference Room

Please Choose (1) of the Following Packages Below:

\*Please note your rented time includes setting up and tearing down for all packages

\*All rental times must be between 9 AM and 11 PM

*Early arrival or late departure outside of contracted time will automatically be charged accordingly*

**4-HOUR**  
**\$225**

Time slot:  
\_\_\_\_\_

**6-HOUR**  
**\$300**

Time slot:  
\_\_\_\_\_

**8-HOUR**  
**\$375**

Time slot:  
\_\_\_\_\_

**10-HOUR**  
**\$450**

Time slot:  
\_\_\_\_\_

**12-HOUR**  
**\$525**

Time slot:  
\_\_\_\_\_

## THIS SECTION OFFICE USE ONLY:

**(REQUIRED AT BOOKING)** \$225 Rental Deposit (non-refundable) \_\_\_ Cash \_\_\_\_\_ Check \_\_\_ CC+fee applies

**(REQUIRED AT BOOKING)** \$50 Security Deposit (**CASH ONLY**, refundable based on listed conditions) INT: \_\_\_\_\_

Returned: Yes/No \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**EVENT INFORMATION:** Event Type: \_\_\_\_\_ Renter Name: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Approx. # of Guests: \_\_\_\_\_ (45 max) Caterer: \_\_\_\_\_

Renter Arrival: \_\_\_\_\_ Event Start: \_\_\_\_\_ Event End Time: \_\_\_\_\_ Renter Departure: \_\_\_\_\_

Notes: \_\_\_\_\_

## LAYOUT INFORMATION

Due Date: \_\_\_\_\_

- A final layout must be turned (dropped off or emailed) in at least 2 WEEKS PRIOR TO YOUR EVENT
  - Failure to send in layout 2 weeks prior results in the RENTER setting up tables and chairs
- Please draw tables needed on the layout provided (please note the room is not to scale so actual layout may vary)
  - Refer to the top of Page 2 under "Facilities and Services Provided by Buhl Park" for a list of table sizes.
- The RENTER is responsible for any tables/chairs placed on balcony and must be brought inside at the end of event.
- Your setup up and tear down time must be included in your rental time.

## RENTAL ADD ON'S

(ALL ARE OPTIONAL- see below for more detail)

Y/N Ceremony (+fee) Casino Point (\$250 w/ Casino only), Gazebo (\$100/hr), Lakeview (\$100/hr), Julia's Garden (\$250/2hrs) TIME: \_\_\_\_\_

Y/N Rehearsal (includes 1 hr) Please read page 2 for more details. DAY: \_\_\_\_\_ TIME(S): \_\_\_\_\_

Y/N Alcohol Permit Application (+\$150) (Due 2 weeks PRIOR to event) \*See attached application information

Y/N Linen Package (+\*\$2.50 pp) Includes linen tablecloths and linen napkin (Black, White, or Ivory)

Y/N Chair Covers (+\*\$2.75 per chair) Includes linen chair cover and colored sash (must be ordered 3 weeks in advance)

## DECOR ADD ON'S

(ALL ARE OPTIONAL)

Y/N Gold Hexagonal Arch Only (+\$150) Conference Room, or Casino Point (renter moves) locations only

Y/N Gold Hexagonal Arch Complete (+\$300) Conference Room locations only, not available outdoors

Y/N Media Package (+\$150) Includes projector screen, projector, remote, podium, & HDMI cord hookup

\*Renter is required to bring their own adapter for their device

# FACILITIES AND SERVICES PROVIDED BY BUHL PARK Ver. 1/24

Buhl Park will provide:

**SETUP INFO:** 5 (6ft) rectangular tables, 1 (5ft) rectangle tables, 5 (3ft) square tables, 45 chairs, 3 (4ft) high tops and up to 2 additional 6fts can be provided tables upon request and availability.

**AMENITIES:** Restrooms (located on first floor), free guest wireless internet, use of the Casino veranda, catering kitchen that includes a refrigerator, oven with stove top, double sink, coffee pot, microwave and prep space, and 24hr video surveillance inside and outside of the facility.

## RENTAL ADD ON'S (ALL ARE OPTIONAL)

### CEREMONY/REHEARSAL LOCATIONS:

Ceremony spaces are rented on a straight, hourly basis (ie. 1-2) and must include setting up and tearing down time. The RENTER is responsible for providing/pick up their own chairs, decorations, etc. Buhl Park is simply providing the space. **Rehearsals inside the Casino are allocated 1 hr on a scheduled date and time.** Additional time can be purchased for \$50 per hour. Outdoor rehearsals are not prohibited indoors unless a 2-day package is purchased or otherwise agreed upon.

### ALCOHOL PERMIT APPLICATION:

Please see attached application for more information and directions on how to obtain a permit.

### LINEN RENTAL

**Color:** (circle one) Black, White, Ivory, NONE

Linen rental includes black, white, or ivory 90" round tablecloths with matching napkins and 52x114 rect. linen toppers for the rectangular tables. We do not have floor length linen or skirting but you are more than welcome to bring your own or rent from an outside source. Linen for high top tables may be rented for an additional \*\$2.75 each. The number of linens is based on the final layout and final guest count. They will be located in the kitchen for the renter to place on the tables as shown on the layout. **The renter is also responsible for taking the linen off at the end of their event and placing them in the designated bags in the kitchen. PLEASE SHAKE OFF FOOD AND DEBRIS in receptacles before placing in bags. Any wet linen, please hang up on hanger.** Any additional cost incurred to Buhl Park, including but not limited to, missing linen, excessively dirty linen, or damaged linen will be deducted from the \$50 security deposit. \*Linen prices subject to change. This contract does not lock in linen price.

### CHAIR COVER and SASH RENTAL

**Sash Color:** \_\_\_\_\_ or NONE

**Color:** (circle one) Black, White, Ivory, NONE

Chair cover rental includes black, white, or ivory chair cover with your choice of sash color (based on availability) rent for \$2.75 per chair. Please note all sash colors vary and may be slightly different in person versus phone/computer view. Additional options available for an upcharge of \$2 per cover/sash. The number of covers provided is based on the final layout. **The renter is responsible for putting on and taking off the covers/sashes at the end of their event and placing them in the designated bags.** Any additional cost incurred to Buhl Park, including but not limited to, missing covers/sashes, excessively dirty covers/sashes, or damaged covers/sashes will be deducted from the \$50 security deposit or additional cost may incur. \*Prices subject to change. This contract does not lock in price.

**A final count with your layout must be given at least 2 WEEKS PRIOR TO YOUR EVENT (3 weeks for chair covers)**

Please note that Buhl Park will not be able to provide table linen after the 2-week deadline or chair covers after 3 week deadline

## OUTSIDE VENDOR(S)

### CATERING SERVICES:

Buhl Park Corporation is not responsible for any catering service. The RENTER may select any catering service for the event. **Catering time must be included in your hours of rental.** Caterer MUST take all equipment/supplies after event. Buhl Park is not responsible for lost/stolen/damaged items that are left overnight or conclusion of event. If any items are left, the RENTER will be responsible to make arrangements for pick up on a time given by the Ranger. **Please see the enclosed list of local catering services and note that additional caterers are permitted.**

### MUSIC AND ENTERTAINMENT:

Buhl Park Corporation is not responsible for any music, sound systems, projector or extension cords. The RENTER is to provide their own means of music entertainment and supplies, including extension cords. The proximity of local residences to Buhl Park is such that venue sounds, specifically sound related to music, must be kept below certain levels. All music is to end no later than ½ hour before your end time.

# **DEPOSIT/PAYMENT(S)/SECURITY DEPOSIT**

Ver. 1/24

In order to reserve services on the date requested, Buhl Park requires this contract to be signed by both parties and an **initial non-refundable deposit of \$225. The remaining balance, if applicable, must be paid in full 2 weeks prior to the event.** Deposit & payments can be made by credit/debit card (fee applies), cash or check made payable to Buhl Park.

A **\$50 cash only security deposit** is also required for all events and is refundable, no later than 3 weeks after your event, based on the following conditions mentioned under "Renter Responsibility and Security" on pages 3 and 4. This amount does not get put towards your balance but is held for incidentals.

**Buhl Park will notify you of the status of the \$50 security deposit.** If you are receiving your security deposit back (full or partial amount), you will need to come in to sign off that you have received it. By request, we can issue and mail you a check for a \$5 administrative fee that will be deducted from your security deposit total. If you have not responded or do not come in to pick up your security deposit within 180 days after your event, you forfeit your security deposit in full.

If you are not receiving your security deposit back, you will receive an email stating that you are not eligible and for what reasons. **You will also be notified if you owe anything additional and will be charged accordingly.**

## **CANCELLATION POLICY:**

**Buhl Park will refund your amount paid for any services outside of the room rental fee more than 60 days of your event. After 60 days prior, you forfeit ALL payments made.**

## **RENTER RESPONSIBILITIES AND SECURITY:**

### **ADDITIONAL RENTALS/PERMITS REQUIRED:**

- Alcohol is only permitted for adults 21+ years with a permit obtained by Buhl Park (please see attached Alcohol info).
- Any linen rentals must follow procedure as stated on page 2 and upon, during, and after event.
  - All linen is accounted for, shaken off into garbage bins/hung up, bagged, and no additional linen cost is incurred to Buhl Park (including mold, damaged linen, etc.)
- Tents, Dining Canopies, and other similar coverings shall not be erected upon the Park grounds without written permission of Buhl Park.
- Food/Catering Trucks are permitted with written consent and agreed upon location by Buhl Park.

### **NOT PERMITTED AT BUHL PARK:**

- No pyrotechnics or smoke-generating machines. No live flame candles or sparklers.
- Tobacco products, including vaping, are prohibited inside Buhl Casino including the balcony.
  - Must be 20 feet off the Front porch at designated smoking area.
- No gambling, auctions, 50/50, or other small games of chance games.
- No confetti, rice or similar material may be used. Tossing florals indoors must be fake. Tossing flowers outdoor must be real.
- No nails, duct tape, or tacks may be used anywhere. Only masking/scotch tape or command strips may be used.
- Absolutely NO outside servicemen are allowed to manipulate any property of Buhl Park. You are subject to the cost of damages incurred by outside serviceman and their cost of service.
- Renters, aged 25 or older, must be present for the duration of all rentals. Unsupervised parties of guests that are under the age of 18 are not permitted and will be asked to leave immediately.
- The front circular driveway may be used for un/loading, but no parking is permitted there during the function.

### **CLEANING PROCEDURES:**

- All decorations or setup, inside and outside, including tape must be taken down and removed prior to your end time (including any outdoor signage, rental belongings, etc).
- All litter and garbage must be placed in proper receptacles. If any beverages or liquids are spilled, please mop the area promptly. If any large garbage items accumulate on the floor, please use provided broom & dustpan.
- Please remove anything on the floor that requires additional scrubbing, scraping, etc.,. (Gum, tape, food, etc.).
- Garbage is in trash bags that are tied and in a central location in kitchen. **Please do not remove bags from bins.**
- Tables and chairs are brought back in from veranda (up and down).
- The room is how they found it, with all belongings and facilities of Buhl Park being intact, unharmed, & accounted for.

### **AUTOMATIC LOSS OF SECURITY DEPOSIT:**

- Early arrival/late departure. You will be charged accordingly over contracted time. Must be paid within 1 week of event.
- Any additional cleanup for excessively dirty areas outside of normal cleaning is automatic loss of security deposit (i.e. large spills, vomit, cigarette butts outside of designated bin, etc.).
- Any additional cost(s) incurred by Buhl Park (subject to additional charges as well)
- Bringing in alcohol of any kind without providing required information +\$150 fee to be paid immediately/automatically above the \$150 alcohol permit fee.

# DISCLOSURE:

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Buhl Park Corporation will make every effort to ensure that your event is seamless. However, Buhl Park cannot be held responsible for power failures, acts of God, and other circumstances beyond our control and therefore is not subject to any type of refund. No-shows are not subject to rescheduling or any refund amount.

This contract defines the terms and conditions under which the Buhl Park Corporation and \_\_\_\_\_ (print name) (hereby referred to as the RENTER) agree to the use of Buhl Park's facility on \_\_\_\_\_ (event date(s)). This contract constitutes the entire agreement between the parties and becomes binding upon the signature of both parties. The contract may not be amended or changed unless executed in writing and signed by Buhl Park and the RENTER.

The renter understands that any Buhl Park Trustee, Park Management, Park Ranger, Police Officer, or Fire Marshall may enter the area at any time during occupancy to ensure compliance to park rules. Violation of any rules or regulations, including the max number of guests, will result in immediate eviction of all guests and forfeiture of full payment and security deposit. The Renter agrees to accept responsibility for the conduct of persons attending, and for damages caused by their use, including the replacement value of any lost, stolen, damaged, or missing equipment or property as well as any additional cost incurred by Buhl Park that results in automatic loss of security deposit and potentially additional charges if necessary.

\_\_\_\_\_ I understand all of these Rules and Regulations and assume responsibility if they are broken.  
(INITIAL)

## THE RENTER

Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

## BUHL PARK CORPORATION

Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

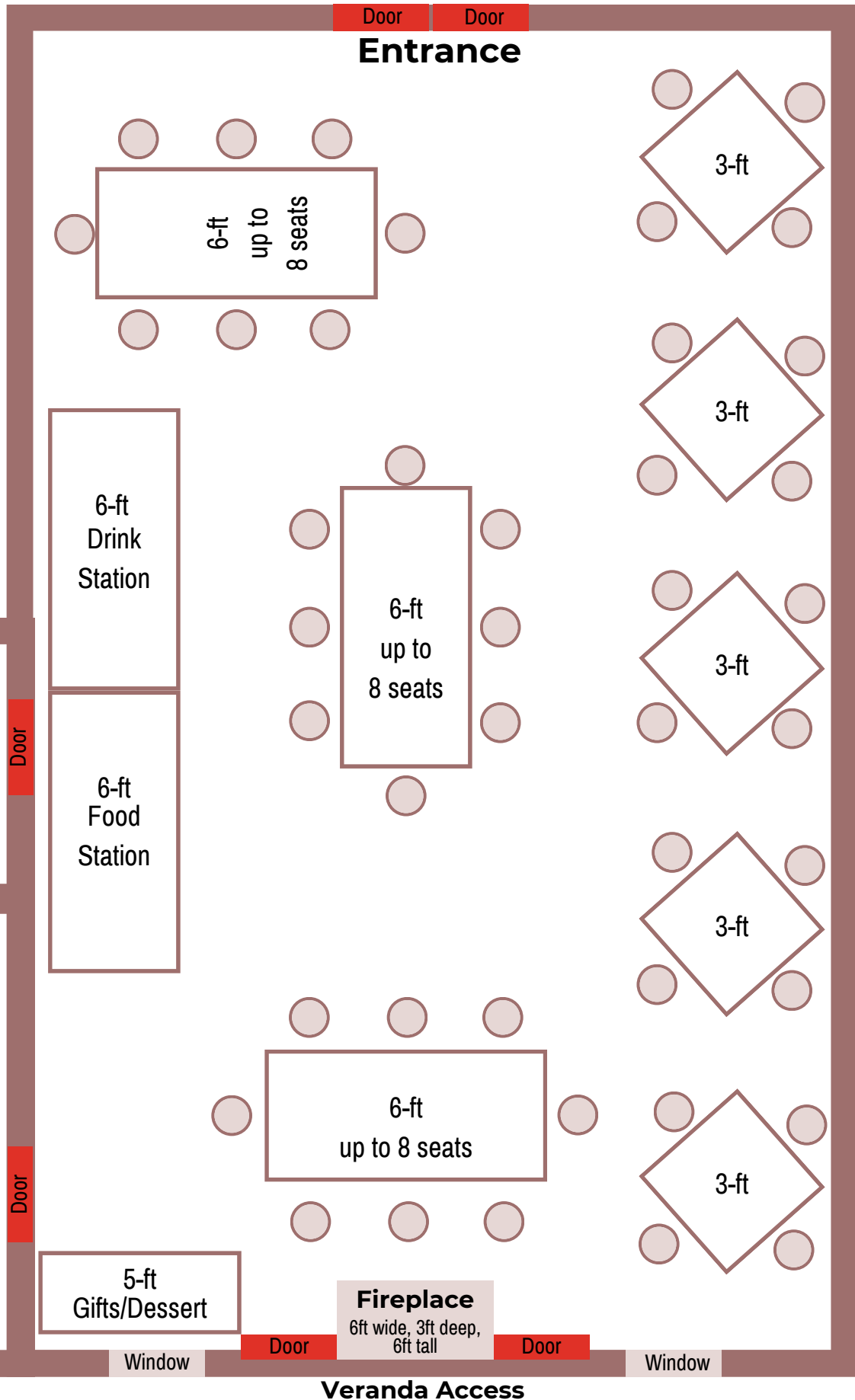
## ADENDUM(S)

Date	Item	Initials
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

# Conference Room "Standard" Layout: Max 45 guests

## **Includes:**

- 5- 3ft square tables**
- 5- 6ft rect. tables**
- 1- 5ft rect. table**
- 45 chairs (max)**



**Veranda Access**

# Conference Room Layout: Max 45 guests

## Includes:

**5- 3ft square tables**

**5- 6ft rect. tables**

**1- 5ft rect. table**

**45 chairs (max)**



**Storage Room  
Not accessible**

## **Kitchen Area**

- **Fridge/freezer combo**
- **double sinks**
- **oven/stove top**
- **microwave**
- **coffee pot**

Door

Door

**Entrance**

Door

Door

**Fireplace**  
6ft wide, 3ft deep,  
6ft tall

Window

Door

Door

Window

**Veranda Access**





**Entrance**



**Lake Side**



**Left Side**



**Right Side**





## **Left Side:**

- **Coffee Pot**
- **Double sink**
- **Garbage can**

## **Right Side:**

- **Stove top/oven**
- **Fridge/Freezer**
- **Microwave**

