



THE BALL ROOM



EVENT INVOICE

Event Date
Name
Time
Event
of Guest

Phone #
Email:

BALL ROOM RENTAL			
	Price Per Person	Description	Amount
1	\$ 2,500.00	Event Hall Space Rental - 4 hour space rental - time can be adjusted per client request	\$2,500.00
1	\$ 250.00	Cleaning Fee , however renters are responsible for removal of food	\$350.00
1	\$ 225.00	Security (Required 1 per 100 people)	\$225.00
1	\$ 175.00	Bartenders	\$175.00
	\$ 225.00	Other Staffing Options : per Valet (2 Valet Min)	
	\$ 10.00	Linens: (WHITE or BLACK) per table	
	\$ 25.00	Buffet Stemsals - per stemal - client is responsible to bring burner	
	\$ 8.00	Glasses , Silverware & Cutlery - per person - client can also bring their own	
ABOVE RENTAL OPTIONS ARE INCLUDED WITH OUR CATERING			
1	\$ 450.00	Bring Own Liquor : unopened bottles can be brought inside the premises	\$450.00
		20% admin fee	
		Subtotal	\$3,700.00
		Admin Fee 20%	\$740.00
		8.625% NYS Sales Tax	\$319.13
		TOTAL	\$4,759.13

GRAND TOTAL **\$4,759.13**

1st non refundable: \$500.00	Date: Sunday, November 2, 2025	
Deposit Amount :	Less Deposit	\$500.00
Final Payment 3 weeks prior to party date		
Estimated Balance Due 3 weeks prior To party date by cash or certified bank check only	Total Balance Due	\$4,259.13

THIS CONTRACT IS ONLY TO BOOK THE DATE
EVERY AND ALL OTHER DETAILS WILL BE FIGURED OUT AT A LATER DATE

Name _____ Signature _____ Date: **Sunday, November 2, 2025**

Name _____ Signature _____ Date: **Sunday, November 2, 2025**

Event Terms and Guidelines

1. Full payment must be settled three weeks prior to the event; failure to do so may result in event cancellation.
2. Client is liable for any liquor violations, excessive noise, or after-hours activities.
3. No selling of tickets at the door for public access; events must be private. Violation may lead to event cancellation without notice.
4. Parties exceeding agreed time will be charged an additional fee of \$400 per hour, provided music volume is controlled.
5. Renter must ensure all outside catered food is removed from the premises after the event.
6. Caterer is responsible for providing tablecloths, napkins, plates, knives, and forks.
7. Notice of any date changes must be given at least three months prior to the scheduled event.
8. The Event Hall is not liable for lost or stolen items.
9. Kitchen and speaker use require prior arrangement and are NOT included in the contract.
10. Security personnel are to be provided at a ratio of one per every 100 guests or fraction thereof.