

The Zimmerman-Bury Octagon House

10095 Wadsworth Road, Marshallville, OH 44305

Telephone 330-855-4251 E-mail ZBOctagonHouse@aol.com

www.zimmermanburyoctagonhouse.org

Special Events Contract

Event Type: _____ Event Date: _____

Scheduled Start Time: _____ Scheduled End Time: _____

Approximate Number of Guests (minimum 10): _____

If your guest count falls below the required minimum you will still be charged for the minimum.

Name, Address, E-mail and Phone of Organization and/or person booking the event:

A non-refundable deposit of \$60.00 for meetings and \$100.00 for teas is required to hold your date and time. Payment should be made payable to "ZBOH" by check, money order, or email via PayPal. The deposit will be deducted from your total contract expense on the day of your event. The total contract expense MUST be paid in full on the day of your event. Cancellations will forfeit any deposit. Change of date due to bad weather will only be accepted if rescheduled for same week as original event, otherwise it will be handled as a cancellation and a new deposit will be required for the rescheduled date. If you are scheduling a meal, a menu will be provided. The Donation cost of the meal is \$ _____. The donation cost of a Tea is \$35.00 per person. The donation cost of a meeting is \$6.00 per person. You must notify the proprietor of your final guest count no later than _____.

All Payments should be sent to: 68 West Marion St., Doylestown, OH 44230

Seating arrangements:

There is absolutely no smoking permitted inside of the Octagon at any time. Children MUST be supervised at all times. This Historic property has been virtually unchanged since 1883, please be advised that walks, steps, stairs, etc. are uneven and not wheelchair accessible and the Zimmerman-Bury Octagon House will not be held liable for any mishaps related thereto.

I/We agree to the terms and conditions set up in this contract with The Zimmerman-Bury Octagon House.

Signature

Date

ZBOH Management Authorized Signature

Date