

Event Reservation Contract

Event Date(s) _____

First Meal _____ Last Meal _____

Organization Name _____

Contact Person _____

Address _____ City _____ State _____ Zip _____

Phone Day _____ Night or Cell _____ Email _____

1) **A \$50 deposit is required to secure your date(s). (Please enclose payment WITH white contract)**
(This deposit will be applied to your total fees, but is non-refundable in case of cancellation).

2) Return Yellow copy of contract with **Payment for Total Food Service (C) 14 Days Prior to your Event**
Include your GUARANTEED NUMBER For Bed space or Facility rental

(FINAL PAYMENT will be computed using this 14 day update as a minimum. We do not adjust numbers upon your arrival to reflect a smaller group.

Date Due _____

3) **Extended meetings will be charged at the rate of \$15 per hour or portion of an hour.**
(Events requiring our staff to remain more than 3 hours beyond your last meal)

4) **Balance of A+B+C (back of this page) is payable at our office on your arrival.**

5) Any additional charges are payable prior to your departure.

6) **Responsibility for Damage** - Group agrees to guarantee payment for repair and/or replacement costs for damage to the buildings/ fixtures beyond normal wear & tear.

****(Your signature below constitutes agreement to all the above stipulations)***

*Authorized _____ Signature Date _____

Method of payment: Check to Shepherd's Staff _____ Visa _____ Master Card _____

Credit Card # _____ Exp Date _____

Billing Address of Credit Card Holder _____

Signature _____

(Return this contract to The Shepherd's Staff PO Box 70 Rexford, KS 67753)

For more information, Call (888) 687-2565 or fax (785) 687-2566

"Looking forward to serving you." Joan, Ron & "The Staff" (over)