

**Lumber Yard Event Center Contract**  
**512 Barrett Blvd. Henderson, KY 42420**

We are so pleased that you have selected us for your special event! Our spacious Lumber Yard Event Center (6500 sq ft) was an old lumberyard building that we have transformed into a beautiful, rustic venue. We are conveniently located on Hwy 41 North. We offer many options for you to select to make your event memorable. This agreement ensures that you will get the individual attention we provide for each event!

**Date:** \_\_\_\_\_

**Rental Space:**

**Totals:**

<u>Full Day Rental (Wedding/Reception)</u> ✓ Tables – 60 rectangle and 4 60”round tables ✓ 300 chairs ✓ Microphone and Speakers ✓ Overhead Projector ✓ Wireless Internet ✓ Computer connection for use of projector ✓ Trash Cans with liners ✓ On-site parking ✓ Table Linens (black or white) ✓ Set up floor layout as requested ✓ Tear down and clean-up after event	\$2500	
<u>Hourly Space Rental</u> 75 people or less (all the amenities listed above apply)  76 people or more (all the amenities listed above apply)	\$300 plus \$125 per hour  \$500 plus \$150 per hour	

**Bar Service:**

A licensed bartender is required for any alcohol served at the Event Center. Must use an Event Center bartender. Cash bar only. Outside alcohol is prohibited.	\$25 an hr Specify times	
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**Rental Packages:**

Pine Package 100 – Chair covers and sashes (\$2.20 each) 100 – Plates and silverware (\$2.20 each) 8 Table skirts (\$18.00 each) 15 Lamps (\$18.00 each)	\$854	
Oak Package 150 – Chair covers and sashes (\$2.15 each) 150 – Plates and silverware (\$2.15 each) 8 Table skirts (\$15.00 each) 25 Lamps (\$15.00 each)	\$1140	
Walnut Package 200 – Chair covers and sashes (\$2.00 each) 200 – Plates and silverware (\$2.00 each) 8 Table skirts (\$12.00 each) 30 Lamps (\$12.00 each)	\$1256	

**Other Rental Options:**

Qty.

Black Chair Covers	\$1.25 each chair		
Chair Sashes	\$1.25 each chair		
Chair Cover and Sash Combo	\$2.25 each chair		
Ceramic Plates & Flatware 50-150 place setting	\$2.25 ea.		
Ceramic Plates & Flatware 151-300 place setting	\$2.00 ea.		

**Special Notes:**

## Catering Options:

### Fire dome Catering (adjacent to the Lumber Yard Event Center)

Time Frame Needed:	Qty.
<p>Meals \$15.00 per person  <i>All meals include salad, bread, dessert, and beverage – water, tea, lemonade</i></p> <p>Entrée selections:</p> <ul style="list-style-type: none"> <li>➤ Chicken</li> <li>➤ Lasagna</li> <li>➤ Chicken Alfredo</li> <li>➤ Spaghetti</li> </ul>	
<p>Taco Bar \$9.00 per person  <i>Beverage included – water, tea, lemonade</i></p> <p>Warm Flour and Corn Tortillas – includes chips, seasoned beef, chicken, lettuce, shredded cheese, guacamole, sour cream, and salsa</p>	
<p>Appetizers</p> <p>Boneless Chicken – any flavor \$ .60 a piece            Chicken Wings – any flavor \$ .75 a wing            Chicken Tenders \$3.00 per person            Bread Sticks \$1.50 per person            Cheese Bread \$2.00 per person            Nachos’ \$3.00 per person            Super Nachos’ \$5.00 per person            Mozzarella Cheese Sticks \$4.00 per person</p>	

### Outside Catering Guidelines

If you are having an outside company cater your event, please follow the guidelines listed below.

- Caterer to supply all condiments such as salt, pepper, coffee creamer, sugar, dipping sauces, etc.
- Caterer to supply all serving utensils
- Contact us to let us know who to expect will be setting up. Thank you!
- No outside alcohol permitted

**Financial:**

<b>Subtotal</b>	
<b>Kentucky Sales Tax (6%)</b>	
<b>Non-refundable Deposit –<i>Deposit required to secure rental of Event Center</i></b> \$300.00 for less the 75 people    \$500.00 for 76+ people or full day rental	
Check # _____ Card (credit/debt)	
<b>Amount Due <u>seven (7)</u> days prior to scheduled event.</b>	
<b>Cancellation Policy- No refund for any event cancelled within 45 days of booked event.</b>	

\_\_\_\_\_  
(Client Signature)                      (phone number)                      (Event Center Owner)                      (date)

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**Special Notes:**