

# Event Agreement

We're all adults here, so we know how these things go...

If anything goes wrong, i.e. someone punches a hole in the wall, a party go-er karate chops one of our paintings, or anything goes missing...NNNNNOOOOOOOO! The credit card on file will be charged for any/all of that.

Cortez Conference Center does not take responsibility for damaged/lost/stolen items at our events. Sorry, we can't afford a good bouncer!

We know there is a lot of GREAT food out there...BUT, we do need to make a living! Therefore, no food or beverage from another establishment is allowed in the conference center. Made it yourself? Good for you! Potluck is OK!

Alcohol is not allowed to be brought in by outside parties...Nor, is it allowed out by an inside party...haha.

If you do have guests that plan on drinking...we require the rental of our CC bar to be setup in the events center (a \$100 fee), for events with 25 guests or more. The use of our restaurant's bar will NOT be available.

IF ANY GUESTS FROM YOUR EVENT USE THE RESTAURANT'S BAR, THERE WILL BE A **\$150** FEE ADDED TO YOUR INVOICE!!!

Please sign below to acknowledge this:

SIGNATURE: \_\_\_\_\_

Final headcount is required 10 days before your event. If you cancel within 10 days, you will be charged the full amount of the food.

There is no fee to cancel your event 10 days prior.

But, who would cancel!?!?

If you have ANY questions, please feel free to get in touch with me anytime!!!

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

Please sign and fax/email back to me along with the credit card authorization form attached to this email.

Jaime LeFevers

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