

KETCH PEN RENTAL AGREEMENT

Lewiston Roundup Association

2100 Tammany Creek Road * Lewiston, Idaho 83501

208.746.6324 - office@lewistonroundup.com

TYPE OF EVENT: _____

NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

FACILITIES NEEDED BAR: _____ KITCHEN _____ BOTH _____

RENTAL FOR KETCH PEN ONLY _____

DATE OF RENTAL: _____ NUMBER OF PEOPLE ATTENDING _____

EVENT START TIME: _____ END TIME _____

BARTENDER TIME: _____ End _____

*Please indicate arrival and closing time for the Bartending services

ARE THE GUESTS PAYING FOR THEIR OWN MIXED DRINKS? Yes _____ No _____

(If no, then arrangements for payment must be made in advance with LRA).

| | | | | |
|--|-----------------------------|-----------------|-----------------------------------|--|
| PAYMENTS | DAMAGE DEPOSIT – REFUNDABLE | \$250.00 | Payment required to confirm date: | |
| RENTAL | \$ _____ | | Due minimum 2 weeks prior | |
| All Beverage orders require a 2-week notice | | | BRANDS REQUESTED | |
| HOSTED | COST | QTY | TOTAL | |
| Keg Beer – ODEM Products | \$300.00 | | | |
| Vella Boxed Wines | | | | |
| Merlot | \$ 30.00 | | | |
| Chardonnay | \$ 30.00 | | | |
| White Zinfandel | \$ 30.00 | | | |
| Special Request Beer | | | | |
| Special Request Wine | | | | |
| Total: | | \$ _____ | | |
| All beverage orders require a 2-week advanced notice | | | | |

- Base Rental - \$750; Base rental plus kitchen- \$850. Ketch pen kitchen includes walk-in cooler (which has limited storage), sinks, and stainless counters. Utensils are limited so we encourage renters/caterers to bring their own.

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- Deposit - \$250 (refunded only after all charges are collected and cleaning is inspected and acceptable and with no damage).

- **6 HOUR MAXIMUM RENTAL TIME**

All renters and guests must be off the premises by the end of the rental time. This does not include RV site rental areas. If site rentals are needed arrangements must be made 2 weeks prior to event. If any cars/trucks need to be left on the premises following an event arrangement can be made with the LRA to retrieve them the following morning.

**** NO ALCOHOL **** is to be brought onto the premises by outside parties. Outside alcohol brought onto LRA grounds by renter(s) or guest(s) will cause damage deposit to be forfeited. Food, pop, water and other non-alcoholic items may be brought in by renter(s)/guest(s) at their cost.

Ketch Pen Bar

LRA will be responsible for all purchasing of beer, wine, liquor and providing a bartender.

Specialty item alcohol/drinks must be communicated 2 weeks prior to event and will be provided by LRA if locally available (subject to price mark up to cover costs to obtain these items).

LRA will furnish tables and chairs and they are to be kept inside. Any need for outside tables or chairs will require the renter to obtain at their expense.

Decorating

Decorating can be arranged with the LRA the day prior to the event if the facility is available. Decorating time will be limited to 2 hours and the time requested must be arranged in advance. No tacks or staples to be used for decorating. All tape and decorations must be removed prior to end of rental time unless special arrangements have been made with the LRA in advance.

Cleaning

All tables and any soiled chairs must be cleaned with bleach water and must be taken down and stacked where they were prior to event. The floor in the bar area, excluding restrooms, must be swept and mopped. Cleaner, broom, and mop are provided by LRA. If the kitchen is used the counters and sinks must be cleaned with bleach water and any food debris must be cleared out of sink drains.

Ketch Pen for Meetings Only

\$75 per hour with a 3-hour maximum. This rental only includes use of tables, chairs, and restrooms.

Deposit- \$150 (refunded after cleaning inspected and acceptable and with no damage)

CLEAN UP TO BE DONE THAT NIGHT UNLESS APPROVED IN ADVANCE BY THE LRA

I have read and understand the above information

SIGNATURE

DATE