



Celebrating past, present and future

www.HeritageHouseVenue.com | 704.696.7083

Fax: 704.664.4112 • P.O. Box 977 • 494 East Plaza Drive • Mooresville, NC 28115

Reservation Form - Part 1

Page 1 of 2

EVENT CONTACT INFORMATION

Contact name			
Group/Organization			
Telephone number(s)			
E-Mail			
Address			
	Street	City	State Zip

EVENT DETAILS

Date of Event	_____ / _____ / _____
Event Type	
Number of Guests expected	
Reserved Time <i>*Please remember to reserve ample time for set up and clean up in addition to your event. Venue can be rented until midnight (later for New Year's)</i> <i>*You are financially obligated for the entire time reserved.</i>	Regular \$120/Hr Nonprofit \$100/Hr From: _____ (am / pm) To: _____ (am / pm)
<input type="checkbox"/> Audio Visual <i>Audio visual assistance is required for any digital presentations, music or recordings that use on-site equipment including the sound system.</i>	From: _____ (am / pm) To: _____ (am / pm)
<input type="checkbox"/> Event Diagram for table and chair set up. <i>Required 7 days prior to event</i>	Diagram: Y <input type="checkbox"/> N <input type="checkbox"/>
<input type="checkbox"/> Banquet Style Room Set-up (Up to 200) <i>Number of tables and chairs. *Maximum of 8 chairs per table</i>	# of Round Tables: _____ # of Chairs Per Table: _____
<input type="checkbox"/> Theatre Style Room Set-up (Up to 300) <i>Number of chairs / Orientation: facing fountain (or) facing east wall</i>	# of Theatre Chairs: _____ Orientation: _____
<input type="checkbox"/> Number of tables for food, beverages or other needs	Display Tables: _____
<input type="checkbox"/> Table Coverings <i>*Heritage House only offers vinyl table covers at \$5.00 Per Table.</i>	Table Coverings: _____
<input type="checkbox"/> Podium / Microphone	Podium: Y <input type="checkbox"/> N <input type="checkbox"/> Microphone: Y <input type="checkbox"/> N <input type="checkbox"/>
<input type="checkbox"/> Alcohol / Type <i>Beer and wine can be served and consumed without an ABC permit. Hard liquor can be served and consumed with an ABC permit. If your event requires a permit you will need to obtain the permit prior to the date of your event. See Rules for additional information.</i>	Alcohol / Type _____
<input type="checkbox"/> Special Needs	



Celebrating past, present and future

www.HeritageHouseVenue.com | 704.696.7083

Fax: 704.664.4112 • P.O. Box 977 • 494 East Plaza Drive • Mooresville, NC 28115

Reservation Form - Part 2

Page 2 of 2

EVENT FEE SUMMARY		
<input type="checkbox"/>	Banquet Room w/Kitchen Regular Rental Fee (\$120/Hr x _____ of hours)	\$ _____
<input type="checkbox"/>	Banquet Room w/Kitchen Nonprofit Rental Fee (\$100/Hr x _____ of hours)	\$ _____
	Rent Total <i>Due 14 days prior to event</i>	\$ _____
<input type="checkbox"/>	Deposit Paid <i>Deposit required to reserve the date</i>	\$ _____
<input type="checkbox"/>	Balance Due Balance Due Date: _____ / _____ / _____ <i>*Balance required 14 days prior to event</i>	\$ _____

How did you hear about us? Please be as specific as possible. Online ad, online search, ad in a particular magazine or newspaper, etc. _____

If someone referred you, please let us know the person's name so we can thank him or her personally.

By my signature below, I acknowledge that any information I have provided is accurate to the best of my knowledge. **I have read and understand the rules and regulations governing the use of the facility and agree that as the rental contact, I take responsibility for the group's or organization's compliance with the policies governing the use of the facility.** I understand that all rental fee requirements need to be paid 14 days prior to my event, and if such rental fees are not paid, the reservation shall automatically become void. I agree that my group or organization will assume all risks involved when using the facility and that materials brought into the facility for the event will be safe for use within the facility. I will also be responsible for informing my group or organization and vendors (such as caterers, DJs, etc.) of the Heritage House Rules and Regulations.

Photos from events may be used by Heritage House as examples of venue use unless otherwise specified by Lessee.

Date: _____ / _____ / _____ **Lessee Signature:** _____

Date: _____ / _____ / _____ **Heritage House Representative:** _____