



Celebrating past, present and future

HeritageHouseVenue.com | email: heritagehouse@cavin-cook.com | 704.696.7083

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Reservation Form - Part 1

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EVENT CONTACT INFORMATION

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

EVENT DETAILS

<input type="checkbox"/>	Date of Event	_____ / _____ / _____
<input type="checkbox"/>	Event Type	_____
<input type="checkbox"/>	Number of Guests expected	# of Guests _____
<input type="checkbox"/>	Reserved Time NOTE: Reserve ample time for set up and clean up of your event. • <i>The hourly rate begins at time of set up and ends once the venue is cleaned up and everyone is out of the venue!</i> • <i>You are financially obligated for the entire time reserved and any additional time you occupy the space.</i> • <i>You are NOT ALLOWED to set up before your reserved time.</i> <input type="checkbox"/> _____	Regular \$120/Hr Nonprofit \$100/Hr 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 150) Allows for aisle, buffet serving line, DJ area, cake table and gift table 19 table rounds / up to 8 chairs per table	# of Round Tables: _____ # of Chairs Per Table: _____
<input type="checkbox"/>	Banquet Style Room Set-up (Up to 200) Allows for food to be served from kitchen 25 table rounds / up to 8 chairs per table	# of Round Tables: _____ # of Chairs Per Table: _____
<input type="checkbox"/>	Theatre Style Room Set-up (Up to 300) Number of chairs / Orientation: facing fountain (or) facing east wall	# of Theatre Chairs: _____ Orientation: _____
<input type="checkbox"/>	Patio Set-up (Up to 75 chairs) Number of chairs / Orientation	# of Chairs: _____ Orientation: _____
<input type="checkbox"/>	Number of tables for food, beverages or other needs	Display Tables: _____
<input type="checkbox"/>	Alcohol / Type <i>If the event is free of charge, beer and wine can be served (not sold) and consumed without an ABC permit. The appropriate ABC Permit is required if hard liquor or fortified wine is served or consumed, if ANY alcoholic beverages are sold, or if an entry fee is charged for an event where alcoholic beverages are served or consumed. Appropriate permit(s) must be visible at event. An off-duty Iredell County Sheriff Department or Mooresville police officer is required at all events where hard liquor is served or consumed. Lessee is responsible for obtaining the officer and the permit(s). See Policies and Regulations for additional information.</i>	Alcohol / Type _____
<input type="checkbox"/>	Special Needs	

Heritage House Reservation Form - Part 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)	\$ _____
<input type="checkbox"/> Chapel Rental Fee (3 hour minimum = \$450 / Additional hours = \$150/Hr) (\$450 + \$150/Hr x _____ of additional hours)	\$ _____
<input type="checkbox"/> Miscellaneous	\$ _____
<input type="checkbox"/> Rent Total <i>Required 30 days prior to event. Total amount is nonrefundable within 14 days of event</i>	\$ _____
<input type="checkbox"/> Deposit Paid (50% of Rent Total) <i>Deposit is required to reserve the date. Refundable up to 90 days prior to event.</i>	\$ _____
<input type="checkbox"/> Final Payment/Balance Balance Due Date: _____ / _____ / _____ <i>Includes additional fees listed in ADDITIONAL FEES below. REQUIRED 30 DAYS PRIOR TO EVENT. Heritage House may cancel your reservation if payment is not made by due date. Total amount is nonrefundable within 14 days of event. If space is occupied longer than reserved time fees for the extended time are due in full on the DAY OF EVENT. No exceptions.</i>	\$ _____

ADDITIONAL FEES	
<input type="checkbox"/> Security Deposit \$300 for parties, receptions, and banquets. \$150 for meetings. <i>See Policies and Regulations for additional information.</i>	\$ _____
<input type="checkbox"/> Move Date Fee \$25	\$ _____
<input type="checkbox"/> Returned Check Fee \$45	\$ _____
<input type="checkbox"/> Total	\$ _____

Cancellation Policy:

- Cancellations made **up to** 90 days prior to the event are entitled to a refund of the deposit and any rental fees paid.
- Cancellations made **within** 90 days of the event forfeit the deposit.
- Cancellations made **within** 14 days of the event forfeit the deposit and any rental fees paid.
The security deposit will be returned due to cancellations.

How did you hear about us? Please be as specific as possible. Online ad, online search, magazine or newspaper ad (which one?), 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 30 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 of events may be used by Heritage House unless otherwise specified by Lessee.

Please Note: If you are using a credit card to pay for your Heritage House rental your credit card statement will display the charges as Cavin-Cook Funeral Home or Local Funeral Services Group Inc. instead of Heritage House.

Date: _____ / _____ / _____ Lessee Signature: _____

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