

Julie's Event Center
3120 Junction Highway
Ingram, Texas 78025
830-367-5935

www.julieseventcenter.com

Julie's cell 830-370-2584 Callie's cell 830-370-7521

Weekend Facility Rentals – Friday or Saturday

Facility rental for 4 hour party \$ 500.00

(Includes 2 hours for setup time and 1 hour clean up)

Facility rental – All day \$ 800.00

(Night before event is free if available)

Facility rental for 36 hours \$ 1000.00

(Guarantees access the night before event)

Rate for additional hours on weekends - \$125.00 per hour

Weekday Facility Rentals - Sunday through Thursday

Facility rental for 4 hours \$ 250.00

(Includes 2 hours for setup time and 1 hour clean up)

Facility rental – All day \$ 600.00

(Night before event is free if available)

Rate for additional hours on weekdays - \$75.00 per hour

All other rentals of the facility are negotiable.

Thank you for considering our facility for your special event. Please call or e-mail to reserve your meeting, party, reception or event.

All rental prices include setup, use of our kitchen, and we will also include white linen tablecloths and napkins, if desired.

**JULIE'S EVENT CENTER
3120 JUNCTION HIGHWAY
INGRAM, TEXAS 78025
RESERVATION AGREEMENT**

EVENT NAME _____
 DATE AND TIME OF EVENT _____
 CONTACT PERSON _____
 PHONE NUMBER (S) _____ E-MAIL _____
 MAILING ADDRESS _____
 TOTAL # OF GUESTS _____ ALCOHOL Y __ N __ FOOD Y __ N __
 ADDITIONAL INFO. _____

TERMS AND CONDITIONS FOR RENTAL AT JULIE'S

1. A **50% non-refundable deposit** is due at time of reservation. **Balance** is due 10 days before the event. **Please make checks out to Julie's Event Center, P.O. Box 318, Ingram, Texas 78025.**
2. We do take cash, check, or credit card for payments.
3. A **Cleaning/Damage deposit** of \$300.00 is due 10 days before the event. After the event, the facility will be inspected and the deposit balance will be timely returned. (We have a checklist to help you understand the expectation of Julie's)
 - Cleaning will be assessed at \$40.00 per hour
 - Damages will be assessed at the cost of repair
4. If alcohol is served, we must have security; **one security guard per 100 guests.** (We will hire guards & clients are responsible for reimbursing us- 4 hr min. @\$35.00 an hour per guard)
5. Julie's Event Center is not liable for any theft, accidents, or incidents that may occur during your rental.
6. All events must end by 1 a.m.

I have read and agree to these terms and conditions of Julie's Event Center.

Signature of responsible party	Date
4 hour party on Fri. / Sat - \$500.00 _____	TOTAL PARTY _____
4 hour party on Sun-Thurs-\$250.00 _____	50% Deposit Pd/date _____
Extra hours \$ 75/ \$125.00 per hr _____	Balance due _____
All day rental \$800.00 _____	Payment pd/date _____
Additions _____	Security paid/date _____
Total party _____	Clean/damage dep pd/date _____

*****Other fees due before party**
 Security - \$35.00 an hr per guard – 4 hr min
 Cleaning/damage deposit - \$300.00

CLEAN UP CHECKLIST FOR JULIE'S EVENT CENTER

If you perform the following tasks completely, the cleaning deposit will be returned in full. (providing there are no damages)

1. The kitchen is left as found and the refrigerator emptied.
2. No food or trash left in the building. There is a dumpster provided outside.
3. The floor is swept clean.

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Julie's Event Center provides the facility for you to be able to completely plan your special event "just the way you want it". We can accommodate all types of venues: from exercise classes to a business seminar to a formal banquet seating of 200 guests. Owned and operated by Mark and Julie Hensley, just call or e-mail Julie or Callie for a showing of the facility and start planning your next event.

Choice of Catering: We give you the option to hire a caterer, have your favorite restaurant drop off food, or cater your event yourself. Our kitchen and prep room are yours to use. Please ask if you need recommendations.

Customized Set up and Tear Down: We will set up all the tables and chairs according to your customized layout and also provide white tablecloths and napkins, if you desire.

Music: Both DJ's and bands are allowed. We do ask that the volume be lowered after 11:00 p.m.
(We have apartments with renters in the back of the building)

Smoking: Smoking, including cigars, is allowed outside where ashtrays are provided.

Alcohol: We give you the flexibility to bring your own alcohol for your event, but security will be required, if you do so. One security guard per 100 people will be required. We hire the guards and reimbursement for their fee is expected.

Walk-through meeting: To finalize the details, we would like to meet at least 2 weeks prior to your event. At that time, we will decide and "draw" your table and chair configuration, discuss your timeline and address any other questions about your event at Julie's.

Extra Services: We now offer additional services to help provide you with table décor ; including flowers. Please ask us if you are interested in us helping you with this or other party needs.

Payment: We accept cash, check , or credit card for payment.

Find us on Facebook

JULIE'S EVENT CENTER
3120 JUNCTION HWY
INGRAM, TEXAS 78025
RECEIPT

NAME _____

PARTY DATE _____

4 hour party on Fri. / Sat - \$500.00 _____

4 hour party on Sun-Thurs-\$250.00 _____

Extra hours \$ 75/ \$125.00 per hr _____

All day rental \$800.00 _____

Additions _____

Total party fees _____

TOTAL PARTY _____

50% Deposit Pd/date _____

Balance due _____

Payment pd/date _____

**Security paid/date _____

**Clean/damage dep pd/date _____

*****Other fees due before party**

Security - \$35.00 an hr per guard – 4 hr min

Cleaning/damage deposit - \$300.00

Contact information: Julie Hensley 830-370-2584 Callie Hensley 830-370-7521