

A CONSERVATIVE CAFE, INC.  
201 N. Main Street  
Crown Point, IN 46307  
(219) 661-1700 phone (219) 661-1717 fax www.conservativecafe.com

Event Date \_\_\_\_\_ Type of Event \_\_\_\_\_

Event Hours \_\_\_\_\_ Approximate Number of Persons Attending \_\_\_\_\_

Contact Person \_\_\_\_\_ Email \_\_\_\_\_

Home Phone \_\_\_\_\_ Other Phone \_\_\_\_\_

Address \_\_\_\_\_

**A. ROOM RENTAL FEES:**

Fees are hourly rates for the use of the facility up to 8 hours unless otherwise noted.

West Room..... \$35 plus \$15 food order  
East Room ..... \$30 plus \$15 food order  
Both Rooms..... \$60 plus \$30 food order  
Entire Upstairs..... \$75 plus \$100 food order  
After Hours..... \$100 plus security

**B. POLICIES:**

1. A Conservative Cafe, Inc., and its officers/representatives and/or members shall not be liable for any and all accidents or injuries within the building or outside of the building.
2. A Conservative Cafe, Inc., and its officers/representatives and/or members are not responsible for any stolen or lost articles.
3. No cafe property can be removed from the premises at any time. The facilities are to be used with great care and respect.
4. The party signing this agreement is responsible for and must reimburse all damages.
5. No outside catering is allowed.
6. No beverages, alcoholic or other are to be brought into or taken out of the cafe.
7. For events after close, cafe security must be used at additional hourly fee. Music is to cease playing at midnight and the premises must be vacated no later than 1:00am.
8. Decorating and setup are to be done with supervision of staff. A \$25.00 per hour fee may be assessed for any extra time needed to decorate. No open flamed candles, confetti, glitter, or birdseed is allowed. Please do not use thumbtacks or nails in any surface. Table centerpieces and linens are available for a nominal fee.
9. To finalize plans and a firm commitment of people attending, please contact A Conservative Cafe at (219) 661-1700 at least 14 days prior to the scheduled event date.

**C. PAYMENT TERMS:**

1. A non-refundable deposit of the room rental fee will be required to reserve the facility.
2. One signed copy of this agreement must be returned with the required deposit within 10 days of receiving the contract. Please make check payable to "A Conservative Cafe". Credit Cards are accepted.
3. The final balance is due in full at the end of the scheduled event.
4. A fee of \$25.00 will be charged for non-sufficient funds.

I have read this agreement and hereby agree to the above terms and policies for the use of the facilities of A Conservative Cafe, Inc.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_\_\_ Date \_\_\_\_\_