

Unique Banquet Hall
4226 Highway 27
Vicksburg, Mississippi 39180

We, at the **Unique Banquet Hall** are pleased that you are using our facilities. Please read and follow the guidelines below. If you have any questions, please contact Pam Pruitt at (601) 636-4786 (at any time) or Pam Pruitt and Brenda Love at (601) 638-8171 or (601) 883-1333

- Reservations are accepted up to one year in advance. Alternate dates may be submitted with the reservation in order of preference. No reservation will be deemed complete, nor a date reserved, until the deposit is received.
- Reservations are not actually booked until a deposit of **\$250** has been received. Please note that this deposit is non-refundable, if function is cancelled. Of this amount, **\$150.00** will go towards the actual rental. ***NOTE: If function is cancelled after all monies are paid, the renter will be reimbursed all monies with the exception of the non-refundable deposit of \$250.00. If food was to be catered with the function and it is cancelled, the renter will be reimbursed up to 75% if the cancellation is at least ninety (90) days before the function. If the cancellation is less than ninety (90) days, the renter will be reimbursed up to 50% of the catering cost.** *Please be mindful that once the deposit is paid, the balance is expected to be paid in full **at least three (3) days before the function for all rentals.** If there is catering also, the balance for the food should be paid at least two (2) weeks before the function.
- Persons renting the **Unique Banquet Hall** must be at least eighteen (18) years of age.
- Facilities may be rented between the hours of 8 a.m. and 1 a.m. The time of use on the actual Rental Contract will be the **only** time the renter(s) will be authorized to be in the facility. All hours must run consecutively. If the renter runs past the time requested, \$25 will be charged for every 30 minutes afterwards.
- Setup and cleanup must be done within the hours rented. The renter is responsible for this unless they have contracted with **Unique Banquet Hall** to set up and decorate the facility. There will be an extra charge for this.
- The renter will be issued a code to access the premises during their rental period.
- The facility will be inspected after rental use to check for cleanliness, damage or loss of equipment. **The renter will be responsible for all damages, loss of equipment and lack of cleanliness.**
- No nails, tacks, staples, scotch tape or anything that penetrates the wood walls should be used in the banquet hall. Masking tape or reusable putty can be used for decorating purposes and must be removed from the surface at the end of the rental.
- Glitter is not permitted in the banquet hall.
- All entertainment must be approved by **Unique Banquet Hall.**
- Alcoholic beverages are permitted with a rental; however, the renter must be at least twenty-one (21) years of age and security is mandatory at any function where alcohol will be served. ***Please note that anyone drinking on the premises must have valid ID and be at least twenty-one (21) years of age.** **Unique Banquet Hall** is in charge of arranging the security. **NOTE: Security is not included in the rental fee.** Payment of \$11 per hour per guard with a minimum of five (5) hours is required for the two (2) security guards.
- The **Unique Banquet Hall** shall not be used for any unlawful activity or any activity, which may be disruptive, divisive, unlawful or demeaning to the community.

- The use of the Banquet hall shall be restricted to purposes, which offer community benefits and family events. These will include concerts, banquets, product demonstrations, business meetings, training classes, seminars, wedding receptions, birthday celebrations, anniversary celebrations, wedding & baby showers, family reunions, class reunions and others deemed appropriate.
- Fire codes shall be adhered to at all times; including, but not limited to, seating capacity, etc.
- **Smoking is prohibited inside the Unique Banquet Hall.**
- The specific use of the **Unique Banquet Hall**, items to be served (if catered by **Unique**) and whether alcoholic beverages will be brought on premises must be noted upon application.
- Use of the kitchen is not included in the rental fee. If the kitchen is needed, there will be an additional fee & cleanup deposit.
- Renter is responsible for the clean up of the facility and kitchen (if used). All trash to include food must be placed in heavy-duty plastic garbage bags and secured tightly and deposited of in designated place.
- **Unique Banquet Hall** will not assume responsibility for items left after the rental time. The renter is responsible for removal of all equipment within the rental time.
- Tables must be protected from candle wax.
- An appointment should be made at least thirty (30) days prior to the scheduled event to walk through banquet hall to make decisions on room set up. All equipment and art works shall remain in the facility at all times with no exceptions.
- No balloons or streamers may be left when the room is not occupied; motion detectors pick up their movement.
- To protect parties involved, equipment and facilities will be inspected before and after each event.
- The renter shall assume full responsibility for the character, acts and conduct of all persons admitted to said premises during the term of the rental contract and renter shall comply with all laws, ordinances, rules and regulations of the State of Mississippi and Warren County. If a violation occurs and is not immediately corrected, **Unique Banquet Hall** will terminate the event and no refund will be permitted.
- The renter shall be liable for all damage to the facility and equipment and agrees, to indemnify and hold **Unique Banquet Hall** harmless from any claims and suits arising out of injury or death to any person or damage to property resulting from use of said facility.
_____ (initial please)
- **Unique Banquet Hall** reserves the right to refuse rental of the facility to any person, group or organization that has in the past, violated any policies and procedures, rules and regulations or has shown a disregard for persons or property or who in the opinion of **Unique Banquet Hall** did not conduct themselves in a peaceable and appropriate manner.
- Should any rental rules be violated, the event may be ended with no refunds.
- Children must be supervised at all times while you are in the facility.

I have read & understand the rental guidelines for **Unique Banquet Hall** and agree to fully comply.

Name of Renter/Organization

Date

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Rental Rates

Note: Unique Banquet Hall rental rates are flexible depending on availability, times and estimated counts.

Banquet Room – seats 175 comfortably – fee includes: room, tables and chairs

Wedding Reception From 8 a.m. to 1 a.m.
\$500.00 rental fee

Weekends only – excluding holidays

Parties or Dinners 5 hours for event & 3 consecutive
\$400.00 rental fee hours to decorate/set-up

Monday – Thursday 7:00 p.m. - midnight
\$300.00 and up rental fee

Excluding holidays

Weekdays only – 8 a.m. – 4 p.m. (4 hour blocks) excluding holidays

Monday – Fridays
\$175.00 rental fee

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Conference Room – seats 30 - 50 comfortably (depending on set-up)

Meetings - Baby showers - Bridal showers (up to 4 hours) – Each additional 30 mins. - \$25.00

\$150 rental fee

***NOTE: A non-refundable security deposit will be charged for all rentals, ranging from \$125.00 to \$250.**