



Event Contract

Name _____ **Phone** _____

Email _____

Mailing Address _____

EVENT INFORMATION

Event Name _____

Event "Host" _____ **Date** _____

Time of Event _____

Suggested Donation _____ **# of People Expected** _____

Notes _____

The Infinite Finds space is available for rent for all kinds of events including:
Theatre Productions, Rehearsal Dinners, Parties, Dances, Workshop, Potlucks,
Meetings, Movie Night, Cooking Class, Crafting, Lectures, Estate and Art Sales,
Retreats, Yoga, Stretch, Receptions etc.

Special Event Space Rental:

Main Room	\$45 per hour	\$150 Half Day - 4 hrs	\$300 Whole Day - 8 hrs
Back Room	\$25 per hour	\$75 Half Day - 4 hrs	\$150 Whole Day - 8 hrs
Entire Space	\$100 per hour	\$250 Half Day - 4 hrs	\$500 Whole Day - 8 hrs
Vendor Fee	\$ _____		
Block Rocker	\$5hr w/ microphone \$10 hr		

Deposit for space _____ **Date** _____

Received: _____

Cancellation will be accepted in writing by _____ **(2 weeks before - date)**
50% refund of Deposit _____.

Ticket Sales _____ **% Amount - for Special Events**

On-Going Classes Agreement: _____

This Document serves as a Contract between:

(Host's Name) _____
_____ w/ Infinite Finds.

The Event Planner's Responsibilities are as follows: (initial on line)

Create flyer _____ Create Event Link on Social Media _____ Inviting guests _____
Share on Social Media platforms _____ Print Flyers _____ Marketing Event _____
Meet-Up* _____ Eventbright* _____ Paypal* _____

*within 24-48 hours of this contract

Infinite Finds Responsibilities are as follows: (circle *)

Share Social Links on Facebook, Add to Website, Calendar, Meet-Up,* Eventbright*
Paypal* and Newsletter

Both parties agree to the conditions outlined in this contract.

Sales & Events Coordinator
Melissa Leigh Bates
Infinite Finds

Event Host _____

Signature _____

Date _____

Date _____