

Security Included: \_\_\_\_\_  
Clean up Included: \_\_\_\_\_

Referred By: \_\_\_\_\_  
Set up time: \_\_\_\_\_

## Seneca Ballroom 2011

6555 Bandera, San Antonio, TX 78238  
www.SenecaBallroom.com  
210-410-6959 \* E-mail: [salonso@satx.rr.com](mailto:salonso@satx.rr.com)

Client: \_\_\_\_\_ Today's Date: \_\_\_\_\_  
Address \_\_\_\_\_  
Phone#: \_\_\_\_\_ Cell#: \_\_\_\_\_  
E-Mail: \_\_\_\_\_ Event Date: \_\_\_\_\_  
Type of Event: \_\_\_\_\_ Price: \_\_\_\_\_  
Time of Event: \_\_\_\_\_

### Terms & Conditions of Rental Contract:

1. **Deposit:** A \$500 deposit is required upon signature of contract. This deposit is non-refundable; however it is transferable 90 days before date of the event. The deposit will be applied to the final bill.
2. **Damage Deposit:** A \$300 check damage deposit is required the beginning of the event, if no damages occur, the check will be refunded that evening. If damages occur, Seneca will keep the deposit and will charge additional moneys if damage is greater than deposit.
3. **Balance & Payments:** The remaining balance of \$\_\_\_\_\_ must be paid \_\_\_\_\_ days before date of the event with monthly payments of \$\_\_\_\_\_ to be done on the 1<sup>st</sup> of very month by cash, money order, credit card or cashier's check. All credit card payments will be charged an additional 3% processing fee. If payments are not received on time, you will forfeit the deposit and all payments made to date. There is a \$30 NSF fee for all returned checks due to lack of funds.
4. **Hours of use:** Two hours will be available to decorate/set up, either the day before (if no event is) or the day of the event. It will be decided the week of the event. It is your responsibility to call us to request. If you need more time, it will be based on availability. The price includes \_\_\_\_\_ hours of continues use and must end at midnight. If you require extra hours, there is an addition fee of \$150 per hour. Any outside rentals may be left over night however must be picked up the following business day.
5. **Rehearsal:** Ballroom will be available for 1 hour. Date will have to be determined as the event gets closer.
6. **Final Payment & Appointment:** Once your final payment is due, it is your responsibility to call Silvia and schedule an appointment to finalize any and all details (ex. Linen selection, floor lay out, etc)
7. **Cancellations:** Cancellations will be accepted and must be made in writing 90 days before the date of the event. If you cancel before the 90 days, you will not be responsible for the balance. If you cancel within the 90 days, you must pay entire balance due to avoid legal action. Regardless of when you cancel, **NO REFUNDS WILL BE GIVEN, FOR ANY REASON.**
8. **Alcohol:** All liquor and beer is welcome, however it is your responsibility to dispense it to your guest and make sure they are 21 years of age. If a minor is caught consuming alcoholic beverage, you will be responsible for any fines assessed by TACB. If you are supplying mixed drinks to your guest, you **MUST** hire a TACB Licensed bartender to do so.
9. **Concession:** Seneca Ballroom has a concession bar that sell sodas, waters and snacks after dinner/reception. If you wish to supply your own beverages and for us to close our concession, there is a \$350 fee.
10. **Outside Vendors:** It is your responsibility to have your vendors call Silvia to schedule delivery/arrival time and pick up time.
11. **Decorations:** The following are **NOT ALLOWED** Inside ballroom: Balloons, confetti, Rice, Bubble Machines. Candles are allowed, however they must be in a container to avoid wax drippings. Linens damaged by the wax drippings will be charged to you or deducted from damage deposit.
12. \_\_\_\_\_ Seneca Ballroom is not responsible for any accidents, losses and/or damages to your personal property, outside rentals equipment, your vendors and your guests.
13. \_\_\_\_\_ Seneca Ballroom is not responsible for any lost or stolen property or any items left behind after the event. Seneca Ballroom is not responsible for any damage and/or theft of any vehicle on our premises.
14. \_\_\_\_\_ I understand that once I sign the contract, the price will be locked.
15. \_\_\_\_\_ I understand that no verbal changes shall be honored. They must be added to contract by owner Silvia Alonso.
16. \_\_\_\_\_ I understand that I am responsible for any damages my guest and/or vendors cause to Seneca Ballroom.
17. \_\_\_\_\_ I understand that Seneca Ballroom has the right to refuse any alcoholic beverages to any of my guest due to intoxication or loud/unruly behavior.

**I have read and understood the terms and conditions above and agree to the contract.**

Client: \_\_\_\_\_ Date: \_\_\_\_\_

Total Rental Fee\$ \_\_\_\_\_  
Deposit \$ \_\_\_\_\_  
Silvia Alonso or Socorro Gonzalez on behalf of Silvia Alonso  
Balance Due\$ \_\_\_\_\_ BY \_\_\_\_\_  
Check/Cash/Credit Card