

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

# Seneca Ballroom

Referred By: \_\_\_\_\_  
Set Up Date/Time: \_\_\_\_\_

6555 Bandera , San Antonio, TX 78238

www.SenecaBallroom.com

210-410-6959 \* E-mail: salonso@satx.rr.com

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

### 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. 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. There is a \$30 NSF fee for all returned checks, due to lack of funds.
3. \_\_\_\_\_ **Balance:** The remaining balance must be paid 30 days before date of the event by cash, money order, or cashiers check. If not paid in full, you will forfeit the deposit and all payments made to date.
4. \_\_\_\_\_ **Hours of use:** Ballroom will be available to decorate at 9:00am-12pm the day of the event. If you need more time to decorate, it will be based on availability. The price includes 7 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 1/2 hours. Date will have to be determined as the event gets closer.
6. \_\_\_\_\_ **Cancellations:** Cancellations will be accepted with just cause and must be made in writing. Silvia Alonso will determine what refund if any will be granted (not including deposit as they are non-refundable).
7. \_\_\_\_\_ **Alcohol:** All liquor and beer is welcome, however it is your responsibility to dispense it to your guest or to hire a bartender to do so.
8. \_\_\_\_\_ **Concession:** Seneca Ballroom has a concession bar that sell sodas, waters and snacks after dinner. If you wish to supply your own beverages and for us to close our concession, there is a \$350 fee.
9. \_\_\_\_\_ Seneca Ballroom is not responsible for any accidents, losses and/or damages to their personal property, outside rentals equipment, vendors and guests.
10. \_\_\_\_\_ I understand that once I sign the contract, the price will be locked.
11. \_\_\_\_\_ I understand that no verbal changes shall be honored. They must be added to contract by owner Silvia Alonso.
12. \_\_\_\_\_ I understand that I am responsible for any damages my guest and/or vendors cause to Seneca Ballroom.
13. \_\_\_\_\_ 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.**

\_\_\_\_\_  
Renter

\_\_\_\_\_  
Date

\_\_\_\_\_  
Seneca Ballroom-Silvia Alonso or  
Socorro Gonzalez

Rental Fee: \$ \_\_\_\_\_  
Deposits: \$ - \_\_\_\_\_ Check / Cash  
Bal Due: \$ \_\_\_\_\_  
Payoff Date: \_\_\_\_\_

### Office Use Only:

COLOR: \_\_\_\_\_ CenterPiece: \_\_\_\_\_ Arch & Column: \_\_\_\_\_ Theme: \_\_\_\_\_

NOTES: