**The Lounge Rental Agreement**

\*Contract will be binding by both parties once signed, and a 20% deposit is paid to the Delavan Lake Store and Lounge\*

Checks and Contract may be mailed to:

The Delavan Lake Store

ATTN: Racquelle Wuttke

2001 North Shore Dr

Delavan, WI 53115

Any questions, please contact Racquelle:

262-325-5502

Racquelle.wuttke@simonspromo.com

**Renter Information**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*If 12 guests or less, event must end before 6 o’clock on Friday and Saturday\*

Time of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Anticipated Number of Guests (No more than 100): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Logo

Description automatically generated

**ROOM RENTAL FEE**

$75 x Number of hours rented (minimum of 2 hours) = \_\_\_\_\_\_\_\_\_

**TOTAL:**

Space: $ \_\_\_\_\_\_ x 20% (.20) = \_\_\_\_\_\_\_

Paid By:

CHECK#\_\_\_\_\_ CASH CARD

**Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*MUST attach receipt copy or check to contract\***

**Includes:**

Entire lounge space (Store and outside not exclusively for party)

**Cancellation Policy:**

Deposit is refundable if event is cancelled on or before a month prior to event

**Decorations/ Set Up:**

Host may come up to 2 hours early to set up. The Delavan Lake Store and Lounge and its employees are not responsible for damaged property

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read this contract in its entirety and understand its terms.

**Host Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Authorized DLS Person (Manager) Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Add-Ons:**

\*Final order needs to be in one week before event\*

8ft Tables: $10 ($20 if 6 chairs included) x Number needed = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CG: $10 x TOTAL guest count = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Customized Specialty Sangria: $20/32 oz pitcher x number of pitchers (serves 5) = \_\_\_\_\_\_\_\_

Pitcher of Domestic Beer: $10/64 oz pitcher x number of pitchers (serves 5) = \_\_\_\_\_\_\_

Pitcher of Craft Beer: $15/ 64 oz pitcher x number of pitchers (serves 5) = \_\_\_\_\_\_\_

Charcuterie Boards: $4/guest x number of guests = \_\_\_\_\_\_\_\_

Pizza: $12/ Pizza x number of pizzas = \_\_\_\_\_\_\_\_

Varieties: Cheese x \_\_\_\_\_\_, Sausage x \_\_\_\_\_\_, Four Meat x \_\_\_\_\_\_, Supreme x \_\_\_\_\_\_

Wine Tasting: $10/person x number of guests: \_\_\_\_\_\_

Circle Choice: RED WHITE SWEET LOCAL

Beer Tasting: $10/person x number of guests: \_\_\_\_\_\_

Spirit Tasting: $10/person x number of guests: \_\_\_\_\_\_

Circle Choice: TEQUILLA WHISKEY RUM

Goodie Bags: $5-$20/person x number of guests:

Circle Choice: KIDS DELAVAN LAKE PRIDE

**Total: \_\_\_\_\_\_\_\_\_\_\_**

Paid By:

CHECK # CASH CARD

\*Must be paid for week in advance to secure\*

**Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*MUST attach check or receipt to contract\***