

**Three Sisters**  
**Reception & Banquet Hall**  
*1118 S. Madison Street*  
*Junction City, KS 66441*  
*(785) 307-0642*

Thank you for choosing the Three Sisters Reception & Banquet Hall for your event. We are excited to serve you in hosting your family and friends for this exciting occasion.

To ensure a successful rental, please read all the rules contained in the Rental Agreement and please take note of the items pertaining to NO ALCOHOL, and the CANCELLATION POLICY.

Please call (785) 307-0642 to schedule a time to pick up the key to the building.

Your reservation is not fully confirmed until this agreement is received, and any applicable deposit has been received. Any event booked less than 30 days before the date of your event requires prepayment in full and if the event should be cancelled, the pre-payment will not be refunded.

Again, thank you for choosing the Three Sister Reception & Banquet Hall for your event.

## **Rules for Scheduling and Renting the Three Sisters Reception & Banquet Hall**

- 1) Alcoholic beverages are prohibited at the Three Sisters Reception & Banquet Hall. This includes inside the building as well as outside on the property.
- 2) Smoking is not allowed in the building. Smoking is allowed outside but must be at least 10-feet away from doorways and/or open windows.
- 3) The Three Sisters Reception & Banquet Hall will NOT be rented to juveniles. Juvenile groups must have an adult sponsor to sign the rental agreement and there must be adult supervision in sufficiency for the size of the group,
- 4) All tables and chairs are to be returned to the position in which they were found when entering the building. Tables and chairs are NOT to be used outside.
- 5) Coffee maker, microwave, refrigerator and freezer are available for use for your event. Igloo jugs, roaster ovens and other cooking appliances are available for use at an additional cost.
- 6) The Three Sisters Reception & Banquet Hall is not to be used for any overnight lodging.
- 7) No inflatables such as bounce houses, slides, bungee runs, etc. are allowed inside the building.
- 8) If the issued key is lost, a \$50.00 fee will be assessed.
- 9) No open flames or flammable objects are allowed on the property, this includes fireworks, sparklers, matches and lighters, except for the purpose of lighting cake candles.
- 10) NO staples, NO tacks, NO duct tape are allowed on the walls. The only tape that is allowed is the blue/green painter's tape. DO NOT attach any decorations to the ceiling fans.
- 11) No pets, other than legitimate service animals, are allowed inside the building.
- 12) It is the responsibility of the renter to see that the facility is clean and damage free upon leaving the facilities.
- 13) Clean up is to include the restroom and kitchen area.
- 14) A \$60 cleaning deposit will be required of all renters. This deposit will be returned to the renter after the facilities have been inspected by the Owner or the Owner's designee. If the facility is not left in satisfactory condition or damage has occurred, the renter forfeits the cleaning deposit.
- 15) Cleaning supplies will be provided, and they are located in the cabinet in the restroom.
- 16) All trash and debris should be bagged and removed from the building. Dumpsters are located on the north side of the building.

## **Cancellation Policy**

- 1) Cancellations and/or changes made to this Agreement must be submitted in writing to the Owner. No oral changes will be valid.
- 2) If the event should be cancelled more than 30 days before the event start date, a refund of 50% of the deposit/payment shall be made.
- 3) If the event should be cancelled less than 30 days before the event start date, no refund of the deposit/payment shall be made.

## **Acknowledgements**

- The Owner will provide heat, A/C, water, electricity and shall not be held responsible for any loss or damage resulting from the lack of heat, A/C, water or electricity due to an act of God or other unforeseeable circumstances, acts by the renter or it's guest, or the failure of building equipment.
- If the premises is damaged by fire, flood, or other cause or any other unforeseeable circumstances shall render the fulfillment of this Agreement impossible, then the renter will only be liable for rental fees incurred up to the time of the termination. The renter will waive and release the owner from any claim for damages or compensation on account of the termination.
- The renter will abide by the maximum occupancy limits and will not permit entry to any individual that would cause the total number of occupants to exceed this limit.
- The owner reserves the right to end any event if participants or any Owner staff are in danger, or some threatening situation arises during the event. Renter or their guests who engage in behavior that threatens or risks damage to the facility will be asked to leave the facility.

I have read and understand the rules, Cancellation Policy and Acknowledgements:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Three Sisters Reception & Banquet Hall  
Rental Agreement**

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

**Organization/Renter's Name:** \_\_\_\_\_

**If Organization, Contact Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

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

**Event Name:** \_\_\_\_\_

**Event Start Date:** \_\_\_\_\_ **Event End Date:** \_\_\_\_\_

**Event Start Time:** \_\_\_\_\_ **Event End Time:** \_\_\_\_\_

In consideration for the use and rental of the Three Sisters Reception & Banquet Hall, I/we agree to be responsible to Owner for said building and contents for the duration of time specified above and agree to leave the building and contents in the same physical condition as when we received them. Ordinary and reasonable wear and deterioration is expected.

The renter shall indemnify and save harmless the Owner of Three Sisters Reception & Banquet Hall, their agents and employees from all losses, cost and expense arising out of any liability or claim of liability for injury or damages to persons or property sustained or claimed to have been sustained by anyone whomsoever by reason of the operation, use or occupation of the premises described herein whether such use is authorized or not, or by any act or omission of renter or any of its officers, agents, employees, guests, patrons or invitees.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Three Sister Representative

\_\_\_\_\_  
Date

# Three Sisters

## Reception & Banquet Hall

### Rates & Fees

<u>Building Rental</u>		<u>TOTAL</u>
Hourly (Mon – Thurs)	\$40.00 x _____ hours	\$ _____
Daily (24-hrs Mon – Thurs)	\$400.00 x _____ day(s)	\$ _____
Weekend Hourly (*Fri – Sun)	\$60.00 x _____ day(s)	\$ _____
Weekend (24-hours *Fri – Sun)	\$425.00 x _____ day(s)	\$ _____
<i>*Friday at 12:00 am – Sunday 11:59 pm</i>		

### Kitchen Use

Kitchen –		
• use of all appliances included	\$40.00	\$ _____
Kitchen –		
• use of appliances NOT included	\$15.00	\$ _____

### Other Fees

Cleaning deposit (refundable):	\$60.00	\$60.00
Key deposit (refundable):	\$25.00	\$25.00
Decorating Services (OPTIONAL)	\$150.00	\$ _____
<b>TOTAL COST OF RENTAL</b>		<b>\$ _____</b>

PAYMENTS CAN BE MADE UP AT YOUR CONVENIENCE, BUT FULL PAYMENT IS DUE AT LEAST 30 DAYS BEFORE THE DATE OF THE EVENT. FULL PAYMENT IS DUE UPON BOOKING IF BOOKED LESS THAN 30 DAYS BEFORE THE DATE OF YOUR EVENT.

FOR OFFICE USE ONLY	
Date Paid: Key # Issued:	Date Key Returned: Key Deposit Refunded: Y / N Cleaning Deposit Refunded: Y / N

# Cleaning Checklist

- Wash all used dishes and cooking appliances
- Wipe down kitchen countertops
- Wipe down all tables and chairs from any food or spills
- Sweep and mop all floors
- Vacuum all carpeted areas
- Clean bathroom
  - Wipe down sink
  - Wipe down toilet
  - Clean mirror
  - Empty trash
- Take down all decorations, including painters' tape and remove them from the premises
- Empty and bag all trash and remove it from the building. Dumpsters are located outside of the building
- Immediately report any damage that occurred during your event