



HIGHLAND POST 201
2919 Bardstown Road
Louisville, KY 40205
(502) 458-1525

HH - Highland Hall Maximum Seating 600 (Rental \$950 – Deposit \$475)
 LCF - Log Cabin Front Maximum Seating 100 (Rental \$400 – Deposit \$200)
 LCU - Log Cabin Upstairs Maximum Seating 175 (Rental \$350 – Deposit \$175)

\$250 Damage Deposit Required per Rental / \$100 Security Charge per Rental

LESSEE Name: _____
 Address: _____

 Phone: (Home) _____ (Work) _____ (Cell) _____
 Additional Contact: _____ Phone: _____

EVENT Date: _____ Hall: _____ Time: _____
 Event Type: _____ # of Guests: _____
 Bar: Cash _____ Open Tab _____ Split _____
 Special Instructions: _____

CHARGES Total Amount (Rental Deposit) Due Date of Contract Signing: \$ _____
 Total Amount Due 10 Days Prior to Event: \$ _____ consisting of:
 (Remaining Rental Amount \$ _____ + Damage Deposit \$ _____ + Security Charge \$ _____)

Lessee agrees to all prices, term and conditions as stated in this contract. Any violation of said agreement may result in the assessment of additional charges or the termination of the event.

 Business Manager Date Lessee Date

Terms and Conditions

RENTAL RATE: The rental rate is for a (4) hour period and includes tables, chairs and a normal setup per your layout if received 10 days prior to your event. The rental rate includes a normal clean up. ____ Highland Post Bartenders are included in the rental rate.

DEPOSIT: A **rental deposit** of ½ the rental amount is required at the time of contract signing. The balance of the rental fee is due 10 days prior to your event. All open charges are to be paid at the end of the event. A refundable \$250 **damage deposit** is also due 10 days prior to your event. If there is no damage (to be determined by Highland Post 201 staff), the damage deposit will be mailed to you within (7) days after your event.

SECURITY CHARGE: A security charge of \$100 is due 10 days prior to your event. This is to provide for one Security Officer to be on site during your event to ensure all local laws are followed.

REFUNDS: If your event is cancelled 30 days in advance, a full refund will be forthcoming within two weeks of written notification. If cancellation is less than 30 days but more than 5 days, a 50% refund will be provided. If cancelled within 5 days there will be no refund. Highland Post reserves the right to cancel an event with a full refund due to unforeseen circumstances.

MUSIC / NOISE: Music must be maintained at a level so as not to disturb Highland Post neighbors. When advised twice of excess loudness of music/noise, you will be asked to end your event and vacate the premises immediately without refund.

ALCOHOL: Alcohol Beverage Control regulations prohibit you from providing your own alcoholic beverages. All alcohol must be purchased from Highland Post at current prices. These prices are subject to change without notice. Failure to abide by this term/condition will result in the immediate cancellation of your event, without refund and you will be asked to vacate the premises immediately without refund.

DRINK PRICES: All prices include cups and ice. Additional bartenders may be added at the rate of \$75 per four (4) hour period or portion thereof. Bar prices are as follows:

Domestic Beer – Can	2.25	Well Drinks	3.25
Domestic Beer – Draft (14oz)	2.25	Call Drinks	3.75
Import Beer Bottle	3.00	Premium Drinks	4.25
½ Barrel Beer	230.00 (140 Cups)	Wine (6 ½ oz Bottle).....	3.00
Soft Drinks (14oz Cup)	1.25	Champagne Quoted on Request	

Rules and Regulations

- 1) Children are welcome at Highland Post facilities, but Lessee is cautioned that the halls are not children proof. The Lessee assumes all responsibility for any and all accidents in persons and property.
- 2) The Lessee assumes complete responsibility for all damages, losses or claims resulting from the Lessee's use of the facilities and agrees to reimburse and or indemnify Highland Post for the same.
- 3) Highland Post is not liable for any loss or damage to personal property, rental property, nor any injury in any person from any cause whatsoever. Any guest at said function is deemed to be the guest or invitee of the Lessee, who is responsible for the proper conduct of their guests and invitees. The Lessee shall hereby agree to not hold Highland Post or any of its officers, members, directors, agents or employees as a result of any personal injury or damages to property caused by any act of omission of the Lessee or Lessee's guests or invitees. Said indemnification relates to acts or omissions of all kinds, including, but not limited to negligence, alcohol related injuries or any other injury. The use of drugs, narcotics or marijuana is prohibited on the premises at all times.
- 4) **Highland Post has a 1 A.M. deadline on all events. The premises are to be cleared of all people by 1 A.M.** All entertainment and bar service should end 30 minutes before the end of the event.
- 5) No throwing of birdseed, rice or confetti inside or outside of the premises is permitted. The use of which may result in the loss of the damage deposit.
- 6) Highland Post parking rules are to be obeyed at all times.
- 7) No alcohol may be brought onto the premises by the Lessee. No beverages are allowed outside of the building.
- 8) All access for deliveries, decorating, etc., must be cleared by the Business Manager. Any rental equipment must be removed the day of the function unless prior arrangements have been made with the Business Manager.
- 9) Any deviations from this contract must be in writing.

Business Manager Date

Lessee Date