



Natick Elks Lodge 1425

PO Box 381
Natick, MA 01760

95 Speen Street
508-653-9792

FUNCTION HALL RENTAL FORM

RESERVATION DATE _____ NUMBER OF GUESTS ATTENDING (MAX 250) _____

TYPE OF HALL RENTAL _____

EVENT TIME: FROM ____ TO ____

RENTOR INFORMATION

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ ALTERNATE PHONE _____

EMAIL _____

RENTAL INFORMATION

RENTAL PRICE _____ ALCOHOL BAR (Y/N) _____

BARTENDER(S) NEEDED _____ ADDITIONAL BARTENDER FEE _____

ADDITIONAL RENTAL HOURS (Y/N) _____ EXTRA HOURS TOTAL _____

ADDITIONAL RENTAL OPTIONS

Tablecloths and Seat Covers

	Price	# Tables	# Seats	Total
White Linen Tablecloths	\$12 per Table			
Disposable White Tablecloths	\$3 per Table			
White Seat Covers	\$2 per Seat			

Coffee Service (venue provides coffee and percolator)

	Price	Headcount	Total
Coffee	\$1 per Person		

Toast

Brand	Price	Headcount	Total
Santa Marina Prosecco	\$2.50 per Person		
Segura Viudas Cava Brut Reserva	\$3.50 per Person		
Josh Cellars Prosecco	\$5 per Person		

Other

	Price	Total
A/V Equipment Rental	\$150	
Full Kitchen Access	\$200	
Outside Access	\$150	

Garbage Disposal

	Price	Total
Bringing all Garbage to Dumpster	\$100	

DEPOSITS

1) \$150 SECURITY DEPOSIT

DATE _____ PAYMENT TYPE _____

2) \$200 RENTAL DEPOSIT

DATE _____ PAYMENT TYPE _____

GRAND TOTAL _____

REMAINING BALANCE _____

REMAINING BALANCE DUE 7 DAYS PRIOR TO EVENT ALONG WITH FINAL HEADCOUNT

RENTOR SIGNATURE _____

DATE _____

MANAGER SIGNATURE _____

DATE _____