



### Function Room Deposit and Agreement

Thank you for choosing The Irish Cottage to host your event. This agreement is between the Host (Party renting the room) and The Irish Cottage. A non-refundable deposit is required to secure your date and will be then deducted from your bills total on the day of your event. You may send in deposit via mail, in person or over the phone with event planner.

Name of Host: \_\_\_\_\_

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

Type of Event: \_\_\_\_\_

Deposit amount: \$200

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

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

All Function Room information is separate from the deposit. The Host will have all arrangements completed with the Event planner prior to the event with any special requests and needs.

We thank you again for allowing The Irish Cottage to help make your Special Event a memorable one.