



# The Royalton



7801 Chestnut Ridge Rd, Gasport, NY 14067

## Rental Invoice-Hall

Renting Party \_\_\_\_\_ Date \_\_\_\_\_ Type of Event \_\_\_\_\_

<b>Rental Charges – Due Prior to Event Date</b>			
Description	Price	Amount Paid	Date & Initials
Rental Hold/Security Deposit Refundable	\$100.00		
Rental Charge (pay 30 days prior to event)	\$450.00 (Friday & Saturday) \$350.00 (Sunday to Thursday)		
Not for Profit Rental (attach 501C Form)	<input type="checkbox"/> In District (Rental Fee Waived) <input type="checkbox"/> Out of District : \$100 Discount on Rental Fee above		
<b>Rental Charges – Due at the Conclusion of the Event</b>			
<b>Bar Packages</b>			
Description	Price (Per Guest, 5 hours)	Amount Paid	Date & Initials
TOP SHELF All Liquors, Draught Beer, Boxed Wine, Soft Drinks, & Juices	\$14.95 X _____ Extra Hours \$5.00/ per guest per hour		
HOUSE All House Liquors, Draught Beer, Boxed Wine, Soft Drinks, & Juices	\$10.95 X _____ Extra Hours \$4.00/ per guest per hour		
ECONOMY Draught Beer, Boxed Wine, Soft Drinks, & Juices	\$7.95 X _____ Extra Hours \$3.00/ per guest per hour		
NON-ALCOHOLIC Soft Drinks ONLY	\$4.95 X _____		
Ala Carte Bar Items	(attach separate invoice)		
Sales Tax	Bar Package X 8%		
<b>Event Staffing</b>			
Description	Price	Amount Paid	Date & Initials
Bartender(s)	\$75.00 X _____		
Hall Attendant	\$75.00		
Extra Hour – Rental Staff Fee (beyond 5 hrs Bar Time)	\$15.00 x ___ # of staff X _____ hrs		
Cleaner	\$100.00		
<b>Additional Charges</b>			
Description	Price	Amount Paid	Date & Initials
PA System / TV(4) / Projector (2)	\$25.00 / \$25.00 / \$25.00		
Uplighting, color:	\$175.00		
Podium	\$25.00		
	<b>TOTAL EVENT COST</b>		
	TOTAL PAID (prior to event)	–	
	TOTAL DUE (end of event)		



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<b>Damage Charges</b>			
(Damage determined by TCFC within 72 hours of event, Damage Charges, above and beyond the \$100 Security Deposit, must be paid by the Renting Party within 7 days of damage notification.)			
Description	Price	Amount Paid	Date & Initials
<b>Returned Deposit</b>			
Description	Amount Paid	Amount Returned	Date & Initials
Rental Hold/Security Deposit Returned	Paid \$100.00 Check # _____		
Make Check Payable to:			

<b>Service Payments</b>			
Description	Amount To Pay	Amount Paid	Date & Initials
Bartender #1		Check # _____	
Bartender #2		Check # _____	
Bartender #3		Check # _____	
Hall Attendant		Check # _____	
Cleaner #1		Check # _____	
Setup - Uplighting		Check # _____	
Setup – Hall Tables/Chairs		Check # _____	