



### Reservation Form and Agreement

Name of Event \_\_\_\_\_ Date of Event: \_\_\_\_\_

Host Contact Person: \_\_\_\_\_ Caterer: \_\_\_\_\_

Phone(s): \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_ Estimated Number of Guests: \_\_\_\_\_

Room(s) Requested; \_\_\_\_\_

The undersigned (the "Host") agrees to the terms of this Reservation Form and Agreement and understands that this is not a binding contract until executed below by an authorized representative of MPL LTD or Toltec LLC.

**Deposit** The Main Street Ballroom requires that you pay a \$1,000 room rental deposit and a \$500 refundable security deposit (the "Deposit") on the date you submit this Reservation Form and Agreement. The Deposit is non-refundable and non-transferable. The security deposit is refundable after conclusion of the event and venue is in proper order. (Make checks payable to MPL LP or Toltec LLC) The remaining balance due must be paid no later than 30 days prior to the event.

**Guaranteed Number of Guests:** You must notify The Main Street Ballroom at least 15 days before the event of the exact number of guests that will attend the event (the "Guaranteed Number of Guests")\* If you do not provide such notice, estimated number of guests shown above will be deemed to be the Guaranteed Number of Guests. The MPL LP or Toltec LLC will calculate the final estimated cost of the event (the "Final Estimated Cost") based on the Guaranteed Number of Guests. If the Guaranteed Number of Guests differs from the estimated number above, The MPL LP and Toltec LLC reserves the right to move the event to a more appropriate room.

**Final Payment** If the actual number of guests attending the event is greater then the Guaranteed Number of Guests, you must pay, before the end of the event, a final installment of the event price based upon the number of additional guests, plus sales tax if applicable.

**Cancellation;** If cancelled more than 60 days before the event, all money previously paid by you (if any) shall be returned, except for the Deposit

**Rental Price:** \_\_\_\_\_

**Security Deposit:** \_\_\_\_\_

**Sub-Total:** \_\_\_\_\_

**Total Deposit:** \_\_\_\_\_

**Balance Due:** \_\_\_\_\_

**Alcoholic Beverages:** The Host acknowledges that MPL and Toltec do not sell alcohol. Alcohol is regulated by state law and that both Caterer and the Host share in the responsibility for the enforcement of these laws. The Host agrees that he/she shall be responsible for the conduct of any guests and that Caterer, MPL LP, and Toltec LLC may refuse service to any or all guests, the Host will remain obligated to pay any amounts owed MPL LP and/or Toltec LLC with respect to those, or any other, guests and shall have no right to obtain a refund of any amounts, including the Deposit, paid to MPL LTD or Toltec LLC.

**Liability:** The Host agrees to indemnify and keep harmless MPL LP and Toltec LLC from and against any and all law, cost, damage, liability, injury or expense (including attorney's fees) arising from or by reason of any accident or other occurrence to anyone, including the Host; its agents, employees, guests, and contracted vendors, which arise from or by reason of the Host's use of MPL LP's or Toltec LLC's premises or part thereof The Host agrees to be responsible for any damage or liability to MPL LP and/or Toltec LLC or its belongings, whether incurred by their guests or by their contracted vendors.

**Tax Exempt Status:** If you are a tax exempt organization, a tax exempt 501(c)3 form must be delivered to a representative of MPL LP or Toltec LLC no later than ten days after you submit this Reservation Form and Agreement. If you do not provide a tax-exempt form MPL LP or Toltec LLC shall charge full venue price.

Host

MPL LTD. and Toltec LLC

Signature

Signature

Date

Date