



P.O. Box 357 1659 E US Hwy 36 ~ ROCKVILLE, INDIANA 47872
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www.billiecreekvillage.org
bcvgroupsales@iconectii.com

Bridge Rental Contract

Today's Date: _____ Requested Rental Date: _____ Requested Bridge: _____

Name of Responsible Party: _____ Phone Number: _____

Email Address: _____ Fax Number: _____

Mailing Address: _____ Cell: _____

1. Rental Rate:

- \$150.00 for event
- \$50.00/2 hours for rehearsal if required
- Not-for-profit: \$100.00
- Not-for-profit: \$50.00 for rehearsal

2. Rental Rate with 10 rooms rented at the Inn:

- 4. \$120.00 for event**
- 5. \$40.00 for rehearsal if required**
- Not-for-profit.* \$100.00 event
- 6. *Not-for-profit.* \$50.00 for rehearsal**

3. Damage Deposit:

- \$50.00 Damage Deposit Required - to be refunded once property is inspected and found to be in good condition. A two week advanced cancellation notice is required or a \$50.00 fee will be kept from the deposit.

4. Additional Rental Policies:

- Payment must be received in full before your requested date will be held.**
- A Billie Creek Village employee must be on-site in case of emergencies or questions. The event contact will be provided a radio to contact this person.
- The venue will be digitally photographed prior to use for post-event comparison. Must also complete pre- and post-event checklist.
- No cars will be permitted in the Village until 4:30 pm during days of operation.
- A detailed event schedule must be submitted to Billie Creek Village no later than two weeks prior to the event. Including date and time of rehearsal (limit 2 hours), outline of decorations

Date and Time of **Rehearsal**: _____

Date and Time of Event Set-up: _____ Date and Time of Event Tear-down: _____

Time **Event** will Start: _____ Time Event will end: _____

Event Contact (Signature) date

Billie Creek Village Employee (Signature) date