

# Little Bear Inn

Cheyenne's Original Steakhouse

Little Bear Inn Office 1628 Starfire Court, Cheyenne, WY. 82009

307.634.3684

## Room Rental Contract

This agreement for room rental service dated this \_\_\_\_\_ day of \_\_\_\_\_, 2014 between

\_\_\_\_\_

And

LITTLE BEAR INN OF 1700 Little Bear Road, Cheyenne, WY 82009

The term of this agreement will begin on the date of this agreement and will remain in full force and effect until the completion of the services, subject to earlier termination as provided in this agreement, with the said term being capable of extension by mutual written agreement of both parties.

A deposit of \$100 is required to hold the date. No bookings will be held until contract and deposit is received.

The agreed deadline for cancellation is no later than 60 (sixty) days prior to the date of the event. If the cancellation is 60 days for date of the event and any deposit has been made, a full refund of the deposit amount will be made.

If the cancellation is less than 60 days from the date of the event, any deposit is forfeit. The monies paid to hold the date are non-refundable.

Standard Rates (subject to change)

**Brand Room Capacity of 50. Minimum guest service of 20 \$105.00 room rental fee**

**Dining Room Capacity of 80. Minimum guest service of 50. \$250.00 room rental fee**

Room Fees will be applied to any event which requires exclusive use of a dining room for any period of time. The event must have a minimum guest count based upon the room rental. Little Bear Inn reserves the right to change rooms based upon occupancy of the event.

Room Fees cover the cost of set up, clean up and service of the event. This room fee does not include food service or any other requests or services provided by the Little Bear Inn

All food will be purchased from Little Bear Inn. No food or beverage is permitted to be brought into the banquet room by the contracted, its patrons or invitees, Any food brought in from an outside vendor is subject to a set up and banquet fee.

A guaranteed guest count for food service and applicable deposit is due at this time. The EXACT count given will be considered as a guarantee, which you will be charged for, unless the number served exceeds the number guaranteed, Should your number served fall below the guaranteed, we will charge for the guaranteed amount.

Guest count confirmation is required 2 weeks prior to the event.

Renters agree to be completely responsible for any and all damage which may occur, either as a result of accidents or intentional acts of renters, guests, and /or vendors secured by the renter or Little Bear Inn.

Renter agrees that decorations shall NOT be attached to walls, ceiling, woodwork or ceiling fixtures by use of nails, scotch tape, staples, etc.

Payment must be made in full at the completion of the event. In the event the renter does not comply with the rates, amounts, and dates of pay provided a late payment penalty surcharge of 5% on the compensation amount will be applied.

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

Room Rental: \_\_\_\_\_

Room Fee: \_\_\_\_\_

The undersigned have duly executed the agreement as of the day and year first above written.

LBI Holdings

Renter

\_\_\_\_\_

\_\_\_\_\_

Kathryn Bertrand

Title: Owner

Date: \_\_\_\_\_

Date: \_\_\_\_\_