

THE BUTLER BUILDING EVENT CONTRACT  
301 Minnesota Avenue North, Aitkin, MN 56431  
218-678-2441/218-820-8790

Contracting company: \_\_\_\_\_

Contact name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City, state, zip: \_\_\_\_\_

e-mail address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Facsimile: \_\_\_\_\_

Event date/s: \_\_\_\_\_ Time/s: \_\_\_\_\_

Facility wanted: \_\_\_\_\_

# of people: \_\_\_\_\_

Services needed (check all that apply):

- Catering
- Tables/chairs
- Sound system
- Projection system
- Table covers
- Chair covers
- Flowers
- Photographer
- Dishes, glasses, tableware, etc.

Please list: \_\_\_\_\_

Other: \_\_\_\_\_

Estimated cost: \_\_\_\_\_

**NO HELIUM BALLOONS IN THE BUILDING ... THEY DAMAGE THE  
CEILING FANS**

Accepted by: \_\_\_\_\_

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

- Please check here if you don't want this event to be publicized on  
The Butler Building's website calendar of events.