

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

Contracting company: _____

Contact name: _____

Mailing address: _____

City, state, zip: _____

Email address: _____

Telephone #: _____ Cell #: _____

Facsimile: _____

Event date/s: _____ Time/s: _____

Facility wanted: _____

Number of people: _____

Services needed (check all that apply):

- Catering
- Tables/chairs
- Sound system ... \$35
- Projection system ... \$15
- Table covers ____ Quantity @ \$_____
- Chair covers ____ Quantity @ \$_____
- Flowers
- Photographer
- Garbage removal, clean up \$50
- Dishes, glasses, tableware, etc.

Please list: _____

- Other: _____

Estimated cost: _____

(50% deposit upon signing, balance due upon completion of event)

Made payable to TBP Management, Inc.

If the event is cancelled within seven (7) days of schedule event, contracting company will be responsible for a 50% cancellation fee.

NO HELIUM BALLOONS IN THE BUILDING IN THE BEANERY OR FRONT HALLWAY ... THEY DAMAGE THE CEILING FANS

No live candles

Accepted by: _____

Deposit: _____ Date: _____

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