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Name (Purchaser): \_\_\_\_\_  
Phone: \_\_\_\_\_  
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\_\_\_\_\_

**EVENT RENTAL AGREEMENT**

DATE: \_\_\_\_\_

HOURS (FROM) \_\_\_\_\_ (TO) \_\_\_\_\_

OCCASION \_\_\_\_\_

NUMBER OF GUESTS \_\_\_\_\_

AVERAGE AGE OF GUESTS \_\_\_\_\_

SET UP TIME: \_\_\_\_\_ BREAK DOWN TIME: \_\_\_\_\_

GUESTS UNDER 21:	YES	OR	NO
CATERING SERVICES	YES	OR	NO
TABLES / CHAIRS REQUEST	YES	OR	NO
LINEN REQUEST	YES	OR	NO
ENTERTAINMENT REQUEST	YES	OR	NO
			(IF YES, SPECIFY) _____

**STAFFING REQUEST**

WAITSTAFF \_\_\_\_\_ BARBACKS \_\_\_\_\_ SECURITY \_\_\_\_\_

**OTHER NOTES & SPECIAL REQUESTS**

VENUE RENTAL	\$ _____
FOOD SERVICES	\$ _____
ENTERTAINMENT	\$ _____
SECURITY	\$ _____
GRATUITY (add 18%)	\$ _____
<b>TOTAL</b>	<b>\$ _____</b>

DEPOSIT DUE DATE \_\_\_\_\_

TOTAL \$ \_\_\_\_\_  
DEPOSIT \$ \_\_\_\_\_  
BALANCE DUE \$ \_\_\_\_\_

**PURCHASER SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**BARTENDERS:** \_\_\_\_\_, \_\_\_\_\_