

Saigon Event Contract

Location: 6589 N Oak Trafficway, Gladstone, Missouri 64118

Capacity: 10,000 Sq.Ft function hall. 350 people capacity.

Date of Event:

Day of Week: Select one

— Saturday: \$4000

— Holiday: \$4000

— Sunday: \$3000

— Friday: \$2500

Time: From ____ To ____ (max 1:30a)

Clean Fee: \$400

Sub Total: _____

Additional fee:

Furniture: \$10/set of 1table and 10 chairs.

____ Table set. Total dollar amount: ____

Sound System: ____\$700

Light system: ____\$300

Kitchen: ____\$400

Drinking Bar: ____\$300

Table & Chair set up: ____\$200

IT set up: ____\$100

Grand Total: _____

Non-refundable 15% reservation deposit:

\$ ____ : Pay to Agent

Total Balance pay 2 weeks before Event

begin with \$1000 refundable damage deposit.

Renting Party Name/Organization:

Date Sign:

Mailing address:

Driver License NO:

Phone:

Email:

Rental Purpose:

Rent Total:

Non-Refundable 15% down payment:

Damage Deposit:

Full payment is required 14 days before event.

Renting Party Representative:

Renting Party Signature:

Accepted by agent:

Date available verify: __ Yes

Agent Signature:

Our Contact Info:

Address: 6589 N Oak Trafficway, Gladstone, Missouri 64118

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