

THE
MONTE VILLA FARMHOUSE
3300 Monte Villa Parkway Bothell, Washington 98021

MONTE VILLA BUSINESS FUNCTION AGREEMENT

(Initial) Reservations & Payment: Reservations are accepted on a first-come, first-served basis. A signed rental contract is required to reserve a date. A 100% deposit is required to reserve space booked more than a month in advance rental Checks and Visa/MC accepted.

(Initial) Rental Times & Pricing: The rates below apply during the weekday hours of operation; Monday - Friday from **8:00 am to 5:00 p.m.** For evening and weekend rates, see the Social Events contract. We require groups of 25 or more to rent the house for a full day **Meetings over 8 hours may be scheduled by adding \$100 per hour after 5:00 p.m. STAFF ARRIVAL TIME WILL BE 1/2 HOUR BEFORE THE ARRIVAL OF GUESTS**

<u>Days Needed</u>	<u>Main Floor</u>
Per day	\$430

USE OF HOUSE INCLUDES:

Tables & chairs, set-up, tear-down, over head projector & screen, white board & markers, & drinking water.

Main Floor - Living room, ballroom, dining room, sun porch and patio exclusively for your event.

Ballroom – ballroom plus use of sun porch or dining room for buffet set-up.

Living room - fireplace, upholstered furniture (seats 12), use of dining room or sun porch for buffet.

Additional break-out room – room for up to 8 for small group discussion. .

Patio - available in good weather for breaks, outdoor furniture provided.

Rest rooms available: main floor - 1, 2nd floor – 3; The main floor and gardens are ADA compliant.

(Initial) Cancellations: Cancellations made within 10 working days of the rental date will be billed for 75% of the applicable rate. This fee may be waived if the meeting is re-scheduled during the two weeks following the original date. For dates held in advance with a deposit, cancellation may result in a forfeiture of the deposit, depending upon the length of advance notice of the cancellation. Please ask about your specific event.

(Initial) Catering: Our in house catering company is Alexa's Catering Inc. You must purchase all necessary meals from this company. Unless otherwise stated, there is a 25

person minimum for all meals provided.

____ (Initial) **Smoking:** The Monte Villa Farmhouse is a nonsmoking facility.

____ (Initial) **Parking:** Free parking is provided along the East, South and West perimeters of the Farmhouse. Please park only in the designated areas. Do not park in the Quinton lots. A map with driving directions is available.

Please give the catering staff the following necessary information:

The undersigned agrees to rent The Monte Villa Farmhouse on the following dates & times (please be specific):

Date(s): _____ Arrival: _____ Meeting starts: _____ Meeting ends: _____

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Meal Information

Which meals would you like us to provide? (breakfast, lunch, etc.)

What time would you like the following meals served?

breakfast at _____ o'clock

lunch at _____ o'clock

snack at _____ o'clock

Equipment Needs

Please circle the equipment you would like us to provide for you.

Flip charts (we have a total of 3) Wireless connection LCD projector (\$50 rental fee)

Overhead projector Overhead projector screen Linens (90" \$10.50ea; 60"x120" \$13.50 ea)

Seating Arrangements

How does your group need to be seated during your event/meeting? Please check the appropriate seating arrangement. See Room Capacities below to ensure your choice accommodates the correct number of people.

Classroom _____

U-Shape _____

Square _____

Rounds of 6 people each _____

Room Capacities:

Meetings: at tables

Ballroom U shape 24

Ballroom classroom * 50

Ballroom 48" rounds 50

Living Room U shape 12

Sit Down Dining

Ballroom 48" rounds 80

Living Room 48" rounds 40

Theater Style Seating

Ballroom 120

Living Room 45

Payment Information

Name of Company: _____ Phone #: _____

Name of Contact Person: _____ Fax #: _____

Address: _____

E-mail address: _____ Number of guests attending _____

VISA or MC # _____ exp. _____

Signature _____ Date _____

By signing this document, the renter agrees to all listed policies and prices. All policies and prices (exclusive of confirmed reservations) are subject to change without notice.

THANK YOU FOR CHOOSING THE MONTEVILLA FARMHOUSE!

Caterer: Alexa's Catering, Inc.
Caterer's phone number: 425.483.6275
Fax Number: 425.402.1754