

Tap & Putt

Building Rental Form

First Name: _____ Last Name _____

Date of Rental: ___/___/_____ Hours: _____

Number Of People: _____

Terms of Rental

- Party (and caterers) may arrive no earlier than **15 minutes** to booking time for set up. (Balloons, Streamers, Decorations, Etc.) and may stay no later than **15 minutes** past booking time for take down/clean up
- Outside food and catering is allowed for the Full Building Rental. **No outside beverages are allowed.**
- A tab must be opened with a card on file upon arrival in case any additional time is to be added. If the party (or caterer) sets up earlier, or takes down later than our allotted time then a prorated amount will be charged to the card for the additional time on the booking.
- 50% of the amount for the booking is due to reserve the time and is non-refundable. The other 50% fee will be charged to the open tab upon arrival. (Full amount may be paid at the time of booking as well for convenience)
- If ordering food through Tap and Putt, the order must be placed a minimum of 24 hours prior to the event. Unfortunately we cannot prep accordingly for day-of orders so we are no accepting them at this time. Under specific circumstances we will try to accommodate as best we can.

Signature _____ Date: ___/___/_____

For Tap & Putt use only

Amount Paid At Booking: _____ Form Of Payment: _____