

Eagle Ranch Banquet Hall  
14230 Linwood Road  
Bonner Springs Kansas 66102  
913-422-0222

These rules and regulations are necessary for the safety and welfare of the public and the protection of the building and its contents. Please see to it that your guests use the facility as it is intended.

1. All guests must be out of the building by 1:00 am. The serving of beverages and playing of music must cease prior to midnight in order to accomplish this time frame.
2. Trash and decorations on tables must be removed and placed in barrels provided prior to leaving. All other decorations must be removed from building also.
3. Decorations attached to building (inside or outside) must be done with masking tape only. (No staples, nails, tacks, or any other types of tape may be used.) During removal of decorations, tape must be removed also.
4. Admittance charge, selling tickets, vending or resale of food or beverages is prohibited. (Exception for non-profit charitable groups with 501 C 3 statuses is available.)
5. Due to clean up problems and damage to the floor, no confetti, rice, bird seed, sand, potpourri, or similar items may be thrown or used for decorations inside or outside the building. Dance wax is also prohibited.
6. Any special effects planned by the disc jockey or band must be approved prior to the use of the building.
7. Due to fire hazard, no decorations with open flame will be allowed. Table decorations with candles, whether lit or not, are included. This is a smoke free facility, NO smoking allowed.
8. After inspection by the maintenance division and finding no damage, the deposit will be returned providing the building key has been returned.
9. Alcoholic beverages not allowed if event is for, or on behalf of a minor.
10. No cereal malt beverages or soft drinks allowed in glass containers.
11. A photo copy of a valid driver's license will be supplied to Eagle Ranch Banquet Hall upon signing of rental agreement.

I have read and understand the above rules and regulations pertaining to the rental of the Eagle Ranch Banquet Hall and agree to abide by them. I understand that any infraction of these rules or violations of any state or federal law may result in the retention of my deposit. I will be responsible for the behavior of the guests and agree to be available should law enforcement need assistance with my guests.

Signed \_\_\_\_\_ Date \_\_\_\_\_

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This policy applies to:

Rental	\$750.00
Security Deposit	\$350.00

1. Reservations are accepted by phone, or in person.
2. Reservations may be made up to one year in advance of the requested date.
3. The deposit must be made within 30 days of the date the reservation is made or it is automatically canceled. Deposits are made in person or by mail. Payments are accepted by CASH or CREDIT CARD only.
4. The full fee for rental of the building must be made in person, a minimum of ninety days prior to the reserved date.
5. When a reservation is made ninety days or less before the building is to be used, both the fee and deposit are due within one week from the date the reservation is made.
6. Cancellations:
  - a) If a reservation is cancelled six months or more in advance of the buildings use, all fees and deposits may be returned.
  - b) If the reservation is cancelled less than six months, but more than ninety days in advance of use, the deposit will be retained unless building can be re-rented.
  - c) If a reservation is canceled ninety days or less prior to building use, and full payment has been made, the full fee will be retained and the deposit returned unless the building can be re-rented.
  - d) If a reservation in cancelled ninety days or less prior to building use and the rental fee has not been paid, the deposit will be retained unless the building can be re-rented.
  - e) If the rental fee is not received within the minimum ninety day period prior to the building use, the reservation will be canceled and the deposit retained unless the building is re-rented.]

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Signed \_\_\_\_\_ Date \_\_\_\_\_

**Eagle Ranch Banquet Hall**  
**Information Sheet**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Drivers License

Number: \_\_\_\_\_

Event Date: \_\_\_\_\_

Credit Card #: \_\_\_\_\_

For Deposit

CCV (3 digit code): \_\_\_\_\_

Payment Type: \_\_\_\_\_