



**HISTORIC SALISBURY
FOUNDATION, INC.**

SAVING OUR HISTORY. EXPANDING OUR FUTURE.

office@historicsalisbury.org

THE SALISBURY STATION

Event Center Registration Form

The information provided on this form will be used to prepare a contract for your event.

Day/Date of Event: _____ Type of Event: _____

Guest Arrival Time: _____ Ending Time: _____ # of Guests _____
(6 hour event maximum)

Name: _____

Group or Business Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Day Phone: _____ Alt. Phone: _____

<i>Check all that apply</i>	<i>Day (Up to 6 hours maximum)</i>	<i>Rent</i>	<i>Refundable Damage Fee</i>	<i>Total Charge</i>	<i>Required Down Payment</i>
	Monday - Thursday	750	300	\$ 1,050	\$ 525
	Friday	1,450	300	\$ 1,750	\$ 875
	Saturday	2,100	300	\$ 2,400	\$ 1,200
	Sunday	1,450	300	\$ 1,750	\$ 875

Optional Charges:

	Additional Air Conditioning (turned on early - per hour)	\$ 100	50%
	Piano Rental (one month notice required)	\$ 100	50%

In order to secure a date, 50% of the Total Charge must be received as a down payment, along with this form. The balance is due one (1) month prior to the event. In the event of a cancellation, 75% of amount paid will be refunded with a 9 month notice, 50% with a 6 month notice. NO REFUND WILL BE GIVEN WITH LESS THAN A 6 MONTH NOTICE. The refundable damage fee is settled approximately three weeks following the event. All evening events must be concluded by 12:00 am, and subsequent clean-up must be concluded no later than 2:00 am. Rental includes tables, chairs, banquet tables, use of the catering kitchen, use of the covered concourse area, and use of the adjacent garden. Renter is responsible for event planning, catering, hiring security, and all furnishings (linens, dishes, decorations, etc.), and acquiring a one-time ABC permit for serving spirituous liquor.

Signature Date

Historic Salisbury Foundation P. O. Box 4221 Salisbury, North Carolina 28145 Office 704-636-0103 Fax 704-636-2522