

Single Day Special Event
Magnolia Bend

Price for use of event space is \$300 per hour, with a 2 hour minimum for all bookings. Clients are allowed access to building at 12 noon (or earlier if previously discussed) to begin setting up. PLEASE DO NOT DRAG OUR FURNITURE, A STAFF MEMBER WILL BE PRESENT TO ASSIST YOU. Absolutely no holes in walls under any circumstances. We allow command strip hooks.

This price includes tables, chairs, linens (when available, white sometimes unavailable on a Sunday) and any accent furniture housed in the ballroom. We do not allow our dining ware (plates and real silverware) to be used for single day events due to lack of staff. Silver French Chaffers are available for your use. You will need to provide chaffing fuel for chaffers and disposable wares, unless previously discussed.

Professional Catering provided by a licensed and insured catering company is STRONGLY recommended.

Our kitchen is merely a prep kitchen, and no food shall be prepared onsite. There are no cooking appliances, only a hot-hold oven, ice machine, and commercial fridge. We are not responsible for any food born illnesses, including food allergies. We are not serve safe certified and do not provide food handlers.

If alcohol is present, you will need to hire a bartender, through Magnolia Bend, for an additional cost of \$100 per event. Please see Jenna to go over specifics. If alcohol is limited, we may wave it.

We typically provide a point of contact (one staff member) on site during your set up for any questions you may have. Once your event begins, our staff person usually leaves the property.

You are responsible for any spills or damage occurring during your event.

You are responsible for removing all items brought into building for your event. Dumpsters are provided for waste. We will take care of our linens and floors and general cleanup.

Once event is over, we ask that you message our Facebook page or phone Jenna. Any event that runs over agreed upon time may be charged accordingly.

Date of Event:

Time of Event (per invitation):

Purpose of Event:

Client Name:

Form of Payment: check cash money order Venmo/Cashapp other

Contact number: