



# Wedding Reception Reservation

625 North Hedville Road Salina, KS 67401 Phone 785-827-9488, ext. 122 Fax 785-820-8433 www.rollinghillswildlife.com

Wedding party name \_\_\_\_\_

Contact person \_\_\_\_\_

Mailing address \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email address \_\_\_\_\_

Event day and date \_\_\_\_\_ Event contact person \_\_\_\_\_

Pre-event arrival time (open at 8:00 am) \_\_\_\_\_ Event start time \_\_\_\_\_ Event end time \_\_\_\_\_

Estimated number of guests \_\_\_\_\_ (guaranteed number due 10 business days prior to event) \_\_\_\_\_

### Specify your set-up needs from the following:

- Guest book table
- Podium
- Stage (\$50 fee)
- Head table w/ \_\_\_\_\_ chairs (8 max.)
- Additional tables (please specify): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Additional set-up needs: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Cake table
- Gift table
- Dance floor

### Audio/Visual Set-up

Specify your set-up needs from the following:

- Podium microphone
- Hand-held microphone
- Lavalier microphone
- LCD projector & screen
- DVD/CD
- VCR

### Rental Fee Information

\$1000 room rental  
\$250 security deposit, refundable upon site inspection following event

### Occupancy of Ballroom

Formal dinner with dance floor : 136 guests  
Hors D'oeuvres/cocktail reception with dance floor: 160 guests

### Discounts

If catering totals \$1,200 (before tax/gratuity), you receive 10% off room rental fee.

### Payment Procedure

A deposit payment of 50% of the room rental fee is due with your reservation. Your rental balance, security deposit, and catering fees will be due 5 business days prior to your event. Any other fees incurred during your event will be due at the close of your event..

### Music/Entertainment Set-up

List what type of music (CD, keyboard, etc.) and/or entertainment you will provide, and the set-up you are requesting.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List colors or themes you are incorporating into your wedding \_\_\_\_\_

\_\_\_\_\_

I accept the above arrangement as quoted and have thoroughly read and understand the Statement of Policies. I also understand that no room rental, rental fee or date reservation is official or complete until signed Reservation Form, Statement of Policies and applicable deposit are received by RHWA.

Customer signature \_\_\_\_\_ Date \_\_\_\_\_

RHWA signature \_\_\_\_\_ Date \_\_\_\_\_