

Pricing & Deposit

Rental Price: _____

Deposit: _____

For office use only:

Deposit Received: _____

Security Deposit: _____

The Inn at Shattuck-St. Mary's Event Registration Form

SPACE IS LIMITED. PLEASE RSVP EARLY

Pre-registration is required.

**Please email your event timeline/schedule to event coordinator at least 2 weeks prior to event*

**Shattuck-St. Mary's campus is a smoke-free campus. Issues with smoking may result in partial loss of damage deposit*

General Information

Registrant's Full Company/Organization Name:

First Name, Last Name:

Credit Card Billing Address:

City, State, Zip:

Phone:

Fax:

Email:

Event Date/Time:

Setup Arrival Time:

Departure Date/Time:

Estimated Guest Count:

Contact Name:

Phone:

Event Type:

Are there other people you authorize to make purchases? **Yes** **No** if yes, name:

Overnight Suites Needed?

Yes

No

of rooms requested:

Check here if catering services are needed

Alcoholic beverages (Bar) needed? **Yes** **No**

Event Request or Notes:

I agree to all rental pricing, deposits. I understand all event deposits are non-refundable

Signature:

Date:

Credit Card Authorization (for deposits and final billing)

Deposit Payment Type:

Visa

MasterCard

AmExpress

Check

Cash

Credit Card Number:

Expiration Date:

Security Code:

Please use this card for Final billing: Y N

Signature:

Date: