

Northeast Texas Community College

Our Place Restaurant

Rental Information and Guidelines

Daily Rental Rates:

Full Day	\$600
Multiple days (Fri-Sat)	\$750
Up to 4 hours	\$300
Over 4 hours	\$100 per extra hour
Table Cloths	\$2 per table

Deposit Information:

A \$50 nonrefundable deposit required to reserve the restaurant. Until the deposit is received the date remains open. The deposit will be deducted from the final bill after service is rendered. If the restaurant is not clean or is damaged an additional \$150 will be charged for cleaning services and/or repairs. If alcohol is to be served, please notify the Chef for rental addendum regarding alcohol. (A TABC server, or a licensed security guard must be present.)

Advertising:

All outside advertisements for events must be approved by the center Director before distribution.

If additional time is needed for decoration/preparation, please notify the Director so that a facility employee will be available.

Renter Signature of acknowledgement _____

Date: _____

Renter Printed Name _____

Director Signature _____

Date: _____