



# Woodlands

*Pure Vegetarian South Indian Cuisine*

## *BANQUET HALL FACILITIES*

Thank you for your interest in Woodlands Banquet Hall Facilities and Catering.

We have enclosed the Banquet Hall rent package for your consideration. If you have any questions please feel free to call.

Again, we appreciate your interest in Woodlands and I look forward to working with you.

Sincerely,

Management team,  
Woodlands  
TEL. 562-860-6500  
FAX. 562-860-0634

**WOODLANDS BANQUET HALL RENTAL CONTRACT**  
11845-11847 ARTESIA BLVD, ARTESIA, CA 90701  
Telephone (52) 860-6500 FAX. 562-860-0634

APPLICANT'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE (HOME): \_\_\_\_\_ TELEPHONE (WORK): \_\_\_\_\_

DATE OF USE: \_\_\_\_\_ TIME OF EVENT : \_\_\_\_\_

NATURE OF ACTIVITY: \_\_\_\_\_  
(Example birthday, anniversary, etc)

EXPECTED ATTENDANCE:

Number of adults: \_\_\_\_\_

Number of children (ages between 5-10): \_\_\_\_\_

MENU (Please select Menu A or Menu B or Menu C): \_\_\_\_\_

OR CUSTOMIZE YOUR MENU: Please attach Menu Copy

CREDIT CARD NUMBER: \_\_\_\_\_

Card Type: \_\_\_\_\_

Expires MM/YYYY: \_\_\_\_\_

IT IS HEREBY AGREED THAT THE PERSON SIGNING BELOW IS RESPONSIBLE FOR USING THE FACILITY AND SHALL BE LIABLE FOR LIQUIDATED DAMAGES IF THE ABOVE SAID FACILITY IS NOT LEFT IN THE SAME CONDITION AS THAT PRIOR TO RENTING.

\_\_\_\_\_  
Signature of the applicant

Date:

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Office use only:

Reservation approved.

Manager, Woodlands  
Date:

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Please read and understand the rules and regulations for using the Banquet Hall;

Hours of operation are: Lunch Party: 10:00AM - 4:00 PM  
Dinner Party: 4:00PM – 10:00 PM

Charges: \$250/hour

Deposit: **50% of the total estimated amount must be paid as a deposit at the time of booking.** Food and beverage charges will be based on Client’s number of guests as specified in the Banquet Hall/Catering Contract. The Client shall provide the final guest count to Woodlands at least two weeks prior to the event.

Refundable Deposit: **\$1000 refundable deposit must be paid in cash at the time of booking.** Charges for any additional time, cleaning & or any damage caused to the property will be deducted from the \$1000 deposit. Balance will be refunded by check next day.

Cancellation: If you cancel the booking for the Hall/Catering 30 days prior to the event, 30% of the deposit is refundable. If you cancel within 30 days of the event, the entire deposit is not refundable.

Balance: **The balance amount should be paid in full before the end of the event. The charges do not include tips.**

Initials of Renter

- 1 \_\_\_\_\_ The Banquet Hall must be cleaned, vacated and locked by the end of the reservation period. Cleaning charges of **minimum \$100 will be levied if the hall is not cleaned**
- 2 \_\_\_\_\_ Nails, staples, tacks, scotch tape, etc. are not allowed on any walls, finished wood pieces, mirrors, doors or cabinets. Masking tape is allowed
- 4 \_\_\_\_\_ Maximum attendance on any function is 200 people
- 5 \_\_\_\_\_ Loud music and high intensity lighting are not allowed
- 6 \_\_\_\_\_ **At the rate of \$300/hour will be levied for any additional time used than agreed upon.**
- 7 \_\_\_\_\_ All furniture and contents belonging to the Banquet Hall must remain inside the Banquet Hall

**DISCLAIMER**

I/We the under-signed hereby release and discharge the Woodlands and its Parent company, managers, employees and agents from all liabilities arising out of or in connection with the renting and using of the premises of the banquet hall. For the purposes of this agreement, liability means all claims, demands, losses, causes of action, suits, and or judgments of any and every kind that I/we, my/our, heirs, executors, administrators, guests or their assignees may have against Woodlands and its Parent company because of any death, personal loss, injury or illness or because of any loss or damage to property that occurs during the use of the above mentioned premises.

Date:

\_\_\_\_\_  
Signature of the applicant