

## Bellevue Hall Reservation Agreement

Event (type) \_\_\_\_\_ Event Date \_\_\_\_\_ Begin \_\_\_\_\_ End \_\_\_\_\_

Client Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_

**Facility Reserved:**

- \_\_\_\_\_ Mansion & Grounds
- \_\_\_\_\_ First Floor
- \_\_\_\_\_ Library, Parlor & Foyer
- \_\_\_\_\_ Crystal Dining Room, Parlor, & Foyer
- \_\_\_\_\_ Gardens & Gazebo (Ceremony only)
- \_\_\_\_\_ William Dupont Room (2<sup>nd</sup> Floor)

**Length of Event (check one):**

- \_\_\_ 3 Hours
- \_\_\_ 4 Hours
- \_\_\_ 5 Hours

**Special Notes:**

**Payment:**

Rental Fee \$ \_\_\_\_\_ Payment Type: Check  Credit Card  Cash

Check No. \_\_\_\_\_ Name on Check \_\_\_\_\_ Driver's License \_\_\_\_\_

Credit Card No. \_\_\_\_\_ Exp \_\_\_\_\_ SC \_\_\_\_\_

Name on Credit Card \_\_\_\_\_

Billing Address (if different than above) \_\_\_\_\_

I have reviewed and agree to abide by the Delaware State Parks Special Events Policies and Procedures, the Bellevue Hall Special Event Policies; including, but not limited to the cancellation and refund policy, damage assessment and liability, and all fees and charges and additional cleaning fee when assessed for the rental and condition of the venue.

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Park Staff Member

\_\_\_\_\_  
Date