A picture containing night sky

Description automatically generated

***Phone 208-969-0784 or Phone 208-280-1071***

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**Clients Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Event\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Event Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mountain View Barn will cater the event: YES\_\_\_\_\_\_\_\_\_ NO \*\_\_\_\_\_\_\_\_\_**

***\*Please note that if you do your own catering and use MVB kitchen, chaffers, glassware, tableware, etc., there will be a charge to be determined. A waiver will need to be signed to use the kitchen.***

**Number of people expected for event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**The Event shall occur between the hours of \_\_\_\_\_\_AM/PM and \_\_\_\_\_\_\_AM/PM**

**Dinner/Luncheon time to be served \_\_\_\_\_\_\_\_\_\_\_\_ Social hour?\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Menu/Food Items:***

**Appetizers \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Entrée \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Two Sides \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dessert \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Beverages: Iced Tea, Lemonade, Coffee, Water, Sprite, Coke, Dt. Coke,**

**Bar Services: *No outside alcohol is allowed on premises.* MVB is licensed to serve beer, wine, and RTD (ready to drink) beverages when presented with proper ID. Alcohol must be purchased from/through MVB. It is the responsibility of the MVB to monitor safety and consumption. There is a $20.00 /hour charge for a bartender. A 15% tip will be added to a hosted bar. *Please have available the following alcohol\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

**The client is responsible for setting up tables and chairs for the event. Mountain View Barn can set up and take down for a fee of $150.00 for inside events or $300.00 for outside events.**

**There will be no charge for decorating for event for 3 hours prior to event. Additional time will be $50.00 an hour. There will be no charge for cleanup/take down time for up to 3 hours after event. (Decorating hours may be subject to change due to scheduling events) *All trash must be hauled to the dumpster on site.***

**Event Space: The Event shall take place in the following areas at the MVB at the Premises (Initial applicable spaces):**

**\_\_\_\_\_\_\_ Spanbauer Loft (Referred to as Upstairs of MVB)**

**\_\_\_\_\_\_\_ Main level restaurant and bar area. (The BARn room)**

**\_\_\_\_\_\_\_ Jacobs Meeting Room**

**\_\_\_\_\_\_\_ Outdoor deck area immediately surrounding MVB**

**\_\_\_\_\_\_\_ Outdoor lawn on East side of MVB**

**\_\_\_\_\_\_\_ House Lawn southeast / southwest**

**Pricing**

**Catered Events $75.00/hour $350.00 Min Cater \_\_\_\_\_ hrs.= $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Non-Catered Events $125.00 \_\_\_\_\_\_hrs. = $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Wedding receptions $800.00 (1 day Sunday - Thursday) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Catering/Food $\_\_\_\_\_\_\_x \_\_\_\_\_ guests = $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Beverages $20/per dispenser (Iced tea, lemonade, coffee) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Hosted Bar $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Special order for hosted bar - beer/wine/champagne $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Bar Server $20.00/hr \_\_\_\_ hrs $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**15% bar server gratuity $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Table Linens\_\_\_\_\_ ($12.00 for cleaning) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Set up /take down ($150 inside/$300/outside) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**House Rental $200.00/night \_\_\_\_ nights $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Waiver must be signed to use the trampoline)**

**Gratuity on food (18%) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Sales Tax (6%) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Deposit $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Total Amount Due $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Record of Payments**

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| --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Amount** | **Credit Card** | **Check #** | **Cash** | **Receipt #** | **Total Due** |
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**Total amount due 30 days prior to event**