



Zaharakos Ice Cream Parlor and Museum

329 Washington St. Columbus, IN 47201
(812) 378-1900 • www.zaharakos.com • info@zaharakos.com

Facility Rental Contract

Reservation will be guaranteed with a signature and deposit payment. The deposit payment of 50% of facility rental will be processed immediately. Please complete, sign, and return the form below to Zaharakos.

Guest Information

Guest Name: _____ Company Name: _____
Street Address: _____
City: _____ State: _____ Zip: _____
Phone (day): _____ Phone (evening): _____
Phone (mobile): _____ Fax Number: _____
E-mail: _____ *Signature:* _____

Event Information

Day of Event: Mon Tues Wed Thur Fri Sat Sun
Date of Event: _____ Time of Event: _____ Number of Guests: _____
Room: Museum Whitman Room Green River Room Crystal Parlor Entire Facility

Payment Information

Credit Card Number: _____ Type of Card: _____
Name as it appears on card: _____ Exp. Date: _____ CID: _____
Check Number: _____
Deposit Amount: _____ Date Received and entered into POS: _____



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Rooms/Seating Capacity: The *Green River Room* (banquet hall upstairs) will accommodate 80-100 guests. The room includes a separate entrance, rich décor, lofted ceilings, windows, hardwood flooring, tables, chairs, and restrooms. For an additional \$50 fee, three wide screen TVs can be used for showing video or powerpoint presentations—also includes the use of a wireless microphone system.

The *Whitman Party Room* (first floor in the back) will accommodate up to 20 seated guests; 24 for cocktails. The room has rectangular, wooden tables with 4 wire chairs at each. The elegant décor includes a backbar, soda fountain and counter with 4 stools, the original 1900s front doors, stained glass lighting, an antique cash register and more. A wide screen TV is mounted on one wall that can be used (with an additional fee of \$50) for showing video or powerpoint presentations.

The *Museum* (adjacent to the original restaurant) accommodates 20-50 guests. It is beautifully decorated and contains the largest collection of pre-1900 soda fountains on public display along with mechanical music instruments and other artifacts from the late 1800s to early 1900s. On the end of the room closest to the Washington Street entrance is the Country Store.

The breathtaking *Crystal Parlor* is nearly beyond description. Set in the late 1800s Victorian-style suite, it is made complete with a bedroom, kitchen, bathroom, seating area, and formal dining room. It will accommodate 10-12 guests for high-end lunch or dinner with a unique menu created on-site by our chef.

The *First Floor or Entire Facility* for up to 300 guests is an amazing venue with unique items on display throughout.

Catering: All food and beverages must be supplied by Zaharakos unless other arrangements have been approved in writing.

Decorating: Table decorations and flowers are acceptable, but absolutely no tape, no tacks, no glue, no paint, etc. Nothing will be allowed that can damage the floor, ceiling, walls, or antiques. Please get approval from the Banquet Manager for all decorations at least one week prior to the event.

Conduct: Guest agrees to conduct the function in an orderly manner in full compliance with applicable laws, regulations, and Zaharakos rules. Guest assumes full responsibility for the conduct of all persons in attendance and for any damages, loss or liability incurred therein. Zaharakos reserves the right to refuse the patronage and service of any party or guest(s) if they do not comply accordingly.

Smoking: Smoking is not allowed in any facility. This is a State Law.

Clean up: The party is responsible for cleanup of the facility (of their own decorations and such) and agrees to remove all litter resulting from their function and deposit it outside in the refuse container immediately following the event. Clean up can be arranged through Zaharakos at an additional cost.

Damages: By signing this agreement you accept responsibility for any damages to the facility or its contents as a result of misuse or willful misconduct.

Compliance with Law: This agreement is subject to all applicable federal, state and local laws, including health and safety codes, alcoholic beverage control laws, disability laws, and the like. Zaharakos and its guest(s) agree to cooperate with each other to ensure compliance with such laws.

Changes, Additions, Stipulations or Deletions: Any changes, additions, stipulations or deletions will not be considered agreed to or binding on the other party unless such modifications have been initialed or otherwise approved in writing by such party.



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Room Reservation Fee/Time:

Each venue can be reserved between the hours of 7am-Midnight.

The *Green River Room* reservation fee is \$350 during the afternoon and \$500 in the evening for 4 hours. Zaharakos will negotiate with the guest on the starting and ending times beyond normal hours of operation.

The *Whitman Room* reservation fee is \$50 for 4 hours and \$50 for each additional hour thereafter.

The *Museum* reservation fee is \$50 for 4 hours and \$50 for each additional hour thereafter.

The *Crystal Parlor* reservation fee is \$200 with the understanding that the meal will cost \$30-\$50 per plate based on 10 guests. Parties smaller than 10 may incur additional fees. The cost per plate does not include alcoholic beverages, tax or gratuity. Guests are also welcome to order from the regular menu. Adults only, please.

The *First Floor* reservation fee is \$500 with the balance due the day of the event. Fee is based on the day, time, and hours used. All details and final guest count is required 2 weeks prior to the event. A separate contract will be generated based on food, drink and other amenities as requested.

The *Entire Facility* reservation fee is \$500 with the balance due the day of the event. Fee is based on the day, time, and hours used. All details and final guest count is required 2 weeks prior to the event. A separate contract will be generated based on food, drink and other amenities as requested.

Cancellation Policy:

Rental fee is fully refundable up until one (1) month before the scheduled event. The balance of the rental fee will be due and payable one month before the scheduled event. Food, drink, dessert will be contracted separately from the facility rental contract and needs to be finalized no less than two (2) weeks before the scheduled event.

Other Arrangements:

This contract is established for the room fee only. Food, drink, room set up, linens, etc. and all other arrangements will be made in a separate contract that must be finalized and signed no less than two (2) weeks before the scheduled event.