

**Yadkin County Agricultural & Educational Building  
Banquet Room & Kitchen Facilities  
2051 Agricultural Way  
Yadkinville, NC 27055  
336-849-7739**

**Reservation Form:**

(Complete this form and return to the Yadkin County Manager's office with rental fee and deposit check)  
Reservations are for the banquet room(s) and kitchen facility on the top floor only.

**Applicant Name:** \_\_\_\_\_

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

**Phone Numbers: Home:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Date of reservation:** \_\_\_\_\_

**Time Reserved From:** \_\_\_\_\_ **Time Reserved To:** \_\_\_\_\_

**Event Sponsor:** \_\_\_\_\_

(the person, organization, or entity sponsoring the event, if different from the Applicant; the Applicant is deemed to submit this form on the Event Sponsor's behalf, and both the Applicant and Event Sponsor assume the conditions and obligations described in this form)

**Event Description:** \_\_\_\_\_

\_\_\_\_\_

**Person in charge of event:** \_\_\_\_\_

**Contact phone number on event date:** \_\_\_\_\_

**Estimated number of attendance:** \_\_\_\_\_

**Is your event open to the public?** \_\_\_\_\_

**Do you intend to serve alcohol?** \_\_\_\_\_

**Is your event a Catered Event:** \_\_\_\_\_

**If so list the name, address & contact phone number for the Caterer you will be using:**

\_\_\_\_\_

\_\_\_\_\_

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**Facility Reserved (please check one):**

Banquet Room (accommodates 306 people seated with tables & 655 without tables) \_\_\_\_\_

Banquet Room A (accommodates 189 people seated with tables & 404 without tables) \_\_\_\_\_

Banquet Room B (accommodates 117 people seated with tables & 251 without tables) \_\_\_\_\_

Kitchen Area \_\_\_\_\_

**Tables & Chairs (for set up):**

Number of Round Tables \_\_\_\_\_

Number of Rectangle Tables \_\_\_\_\_

Number of Chairs \_\_\_\_\_

**Audio/Video Equipment:**

Will you need to use the video system? \_\_\_\_\_ Yes \_\_\_\_\_ No

Will you need the audio system including microphone? \_\_\_\_\_ Yes \_\_\_\_\_ No

**Fee Schedule for Use of Facility:**

**Yadkin County Agricultural & Educational Building  
Banquet Room and Commercial Kitchen Rental Fees**

	RENTED BY YADKIN COUNTY RESIDENT OR GROUP					
	Monday - Friday (7am-6pm)		Evenings, Weekends & Holidays		Multiple Days Discount	
	Hourly	Daily (11 hrs)	Hourly	Daily (11 hrs)		
Small Banquet Room (1889 sq. ft.)	\$ 75	\$ 525	\$ 95	\$ 745	15%	
Large Banquet Room (3089 sq. ft.)	\$ 100	\$ 800	\$ 125	\$ 1,075	15%	
Both Banquet Rooms (4978 sq. ft.)	\$ 125	\$ 1,100	\$ 175	\$ 1,600	15%	
Commercial Kitchen (1053 sq. ft.)	\$ 50	\$ 250	\$ 75	\$ 525	15%	
Refundable Deposit	\$ 100	\$ 100	\$ 100	\$ 100		

Building Tenants: No fee for 24 hours total usage per year

Non-Profits: 25% Discount

Governments: 25% Discount

Chamber: 25% Discount

Multiple Days Rental: 15% Discount when reserving room(s) for multiple dates (do not have to be consecutive)

	RENTED BY NON-YADKIN COUNTY RESIDENT OR GROUP					
	Monday - Friday (7am-6pm)		Evenings, Weekends & Holidays		Multiple Days Discount	
	Hourly	Daily (11 hrs)	Hourly	Daily (11 hrs)		
Small Banquet Room (1889 sq. ft.)	\$ 150	\$ 1,050	\$ 190	\$ 1,490	15%	
Large Banquet Room (3089 sq. ft.)	\$ 200	\$ 1,600	\$ 250	\$ 2,150	15%	
Both Banquet Rooms (4978 sq. ft.)	\$ 300	\$ 2,200	\$ 350	\$ 3,200	15%	
Catering Kitchen (1053 sq. ft.)	\$ 100	\$ 500	\$ 150	\$ 1,050	15%	
Refundable Deposit	\$ 200	\$ 200	\$ 200	\$ 200		

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In order to receive Yadkin County rates, applicant must present valid NC Driver's License showing an address in Yadkin County at time of payment.

All facilities must be paid in full and deposit must be paid before dates are reserved. Credit and debit cards will not be accepted.

Deposit is refundable after facilities are inspected and all requirements in this form are met.

By signing below I acknowledge that I have read the above conditions and understand that any variances from these conditions will be the responsibility of the Applicant signed below, as well as the Event Sponsor.

**Indemnity.** The participant agrees that it shall defend, indemnify, and hold harmless the County and its officials, employees, and agents from and against any and all losses, liabilities, claims, demands, suits, costs, damages, or expenses (including reasonable attorneys' fees) arising from or related to this Agreement and/or the Services, including (by example only and not for purposes of limitation) those for bodily injury, death, or property damage. The participant's obligations under this section shall survive termination of this Agreement.

**Total Fee Amount:** \_\_\_\_\_

**Deposit:** \_\_\_\_\_

**Discount:** \_\_\_\_\_

**Total Due:** \_\_\_\_\_

**Receipt #:** \_\_\_\_\_

**\*Please have a copy of this form with you on the day of your rental.\***

**Applicant Name:** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SEE ATTACHED BANQUET ROOM RENTAL POLICIES FOR ADDITIONAL INFORMATION NEEDED**