



15500 Chandler Rd. • E. Lansing, MI 48823

## Hawk Hollow and Eagle Eye Room Assignment Agreement



### HAWK HOLLOW

- Rental fee for the Lakeview room is \$900.00 on Saturday/holidays/holiday weekends and \$500.00 Sunday-Friday. It has the capacity for the following with access to the veranda:  
 Wedding receptions with open dance floor: 200 w/o buffet (20 tables of 10 guests)      Classroom style: 140      Theater style: 250  
***The Lakeview room requires a minimum of 125 guests. In the event that you book the Lakeview room and do not meet the required number of guests, you will be charged the meal cost (x) the number of guests under 125.***
- Rental fee for Patio I is \$900.00 on Saturday/holidays/holiday weekends and \$500.00 Sunday-Friday. It has the capacity for the following with access to the walkout patio:  
 Wedding receptions with open dance floor: 180 w/o buffet (15 tables of 12 guests)      Classroom style: 140      Theater style: 250  
***The Patio 1 room requires a minimum of 125 guests. In the event that you book the Patio 1 room and do not meet the required number of guests, you will be charged the meal cost (x) the number of guests under 125.***
- Rental fee for Patio II is \$400.00 on Saturday/holidays/holiday weekends and \$275.00 Sunday-Friday. It has the capacity for the following with access to the walkout patio:  
 Wedding receptions \*no dance floor available: 60 w/o buffet (5 tables of 12 guests)      Classroom style: 50      Theater style: 80
- Rental fee for Patio I & II is \$1200.00 on Saturday/holidays/holiday weekends and \$650.00 Sunday-Friday. It has the capacity for the following with access to the walkout patio:  
 Wedding receptions with open dance floor: 276 w/o buffet (23 tables of 12 guests)      Classroom style: 190      Theater style: 270  
***The Patio 1 and 2 room requires a minimum of 150 guests. In the event that you book the Patio 1 and 2 room and do not meet the required number of guests, you will be charged the meal cost (x) the number of guests under 150.***
- The Executive Board Room can seat 10. The rental fee is \$120.00.

### EAGLE EYE

- Rental fee for the Eagles Nest is \$400.00 on Saturday/holidays/holiday weekends and \$275.00 Sunday-Friday. It has the capacity for the following with access to the veranda:  
 Wedding receptions with open dance floor: 120 w/o buffet (12 tables of 10 guests)      Classroom style: 72      Theater style: 150
- Rental fee for the Hillside room is \$1000.00 on Saturday/holidays/holiday weekends and \$550.00 Sunday-Friday. It has the capacity for the following with access to the veranda:  
 Wedding receptions with open dance floor: 200 w/o buffet (20 tables of 10 guests)      Classroom style: 120      Theater style: 250  
***The Hillside room requires a minimum of 125 guests. In the event that you book the Hillside room and do not meet the required number of guests, you will be charged the meal cost (x) the number of guests under 125.***
- Rental fee for the Lakepoint room is \$1300.00 on Saturday/holidays/holiday weekends and \$700.00 Sunday-Friday. It has the capacity for the following with access to the veranda:  
 Wedding receptions with open dance floor: 250 (25 tables of 10 guests)      Classroom style: 150      Theater style: 300  
***The Lakepoint room requires a minimum of 150 guests. In the event that you book the Lakepoint room and do not meet the required number of guests, you will be charged the meal cost (x) the number of guests under 150.***
- Rental fee for the Grand Garden room is \$1700.00 on Saturday/holidays/holiday weekends and \$1000.00 Sunday-Friday. It has the capacity for the following with access to the veranda:  
 Wedding receptions with open dance floor: 500 w/o buffet (50 tables of 10 guests)      Classroom style: 400      Theater style: 700  
***The Grand Garden room requires a minimum of 275 guests. In the event that you book the Grand Garden room and do not meet the required number of guests, you will be charged the meal cost (x) the number of guests under 275.***
- Rental fee for the Log Cabin room is \$400.00 on Saturday/holidays/holiday weekends and \$275.00 Sunday-Friday. It has the capacity for the following with access to the walkout patio:  
 Wedding receptions \*no dance floor available: 80 w/o buffet (8 tables of 10 guests)      Classroom style: 50      Theater style: 100

**PLEASE NOTE:** *The room layout for all rooms at Hawk Hollow and Eagle Eye has been arranged to maximize the guest capacity. Moving specialty tables to other locations in the room will result in a reduction of the maximum capacity. As specialty tables or equipment are added (candy buffet, photo booth, buffet etc...) the seating capacity decreases.*

Customer Name (print) \_\_\_\_\_ Event Name \_\_\_\_\_

Email address \_\_\_\_\_ Phone number (\_\_\_\_\_) \_\_\_\_\_ Est. # of Guests \_\_\_\_\_

Room \_\_\_\_\_ Date of Event \_\_\_\_\_

Customer Signature \_\_\_\_\_ Date \_\_\_\_\_

Hawk Hollow or Eagle Eye Signature \_\_\_\_\_ Payment Received \$ \_\_\_\_\_

Type of Payment:     VISA/MC                                       DISCOVER                                       AMEX  
                                    CASH                                                               CHECK (#) \_\_\_\_\_ Name \_\_\_\_\_