

Northeast Texas Community College
Banquet Event/Facility Reservation Form
For Our Place Restaurant at NTCC

Type of Function: _____

Date(s) of event: _____

Contact Name: _____

Billing Address: _____

Phone Number: _____ Email address: _____

Will alcohol be served? Yes/No Will catering be needed? Yes/No

Total Rental Cost: \$_____

Payment will be required at least one week prior to the event. The card used for the rental will be charged \$150 for damage to, or failure to clean Our Place after the event. Renter initials: _____

Requestor Signature: _____ Date: _____

NTCC Director Signature: _____

Notes:
