

MEETING ROOM CONTRACT

Event Date: _____ Room Reserved: _____
Business Name: _____ Contact: _____
Event Contact: (Presenter/Onsite Contact) _____
Address: _____
E-Mail: _____ Fax: _____ Phone: _____
Tax Exempt: _____ P.O. #: _____
Rental Fee: _____ Deposit Received: _____
Estimated Guest Count: _____ Function Time: _____

1. This contract and a deposit equivalent to your room rental rate are due within 7 days of the date you verbally schedule the event(s). Your deposit will be credited against your final billing. Your deposit and contract formally reserve your space requested.
 - a. If you cancel the event within 7 days of Hoag's receiving your deposit, it will be refunded in full.
 - b. If you cancel within 30 days of the event date, you will be responsible for 10% of your projected final billing and forfeiture of the room rental deposit.
 - c. If you cancel within 72 hours of your function, you will be responsible for 40% of your projected final billing and forfeiture of the room rental deposit.
 - d. Weather related cancelations will be allowed to carry their deposit forward to the new date or used as a credit against other services
2. An 18% gratuity (for all events) plus a 6% sales tax will be added to all food, beverage, and labor fees. If your organization is tax exempt, we require a copy of your sales tax exemption form. Some exceptions to the above gratuity information would pertain to all inclusive packages used for meetings.
3. A final guest count is required 4 days prior to your event, this count maybe increased after this point but not decreased. This is the number we base our setup and food preparation on.
4. Room setup and AV equipment requirements must be agreed upon in writing 4 weeks prior to the event, by fax or e-mail. Any changes made within 48 hours of the event will incur additional labor charges.
5. Please review set up with on-site presenter/contact so that set up is per their requirements.
6. Room rental includes up to 2 display tables, any additional set up or display tables needed will be charged \$7.50 per table.
7. Management reserves the right to move groups from larger rooms to smaller rooms when events requiring larger spaces in the initial planning stages, ultimately downsize their requirements because of attendance issues. The room rental will remain at the higher level.
8. Groups using Celebration Hall must spend a minimum of \$8.50 per person + tax & 18% gratuity to get our best room rental rates. Groups that fall below this level will pay additional room rental fees.

CLIENT SIGNATURE _____
PRINT NAME _____ *DATE* _____
BANQUET MANAGER'S SIGNATURE _____
PRINT NAME _____ *DATE* _____