



## **Hold Policy**

In order to secure an event date, client must provide Ten percent (10%) of the Rental Fee together with a signed Facility Use Contract. (Unless the reservation is made for a Holiday or within thirty (30) days of the event date; in which case the total Rental Fee, and additional holiday booking fee and sales tax would be due).

Capitol Event center may place a tentative hold for no more than 30 days after receiving a specification/application form provided no challenge has been made. If the prospective client declines the date(s) or does not go to final rental agreement within the specified thirty (30) day time period, the Capitol Event Center reserves the right to release the tentative holds on those dates.

An event may not be publicly announced or tickets sold for the event until a rental agreement has been signed and a deposit based upon 10% of estimated facility rental fees has been received.

Courtesy holds may be made in person , telephone or email. It is not guaranteed that the prospective client with courtesy holds will be contacted by the Capitol Event Center prior to the expiration of the hold. Courtesy holds will expire on the seventh (7th) day of the hold unless a challenge has been made then the expiration may be sooner than the 7<sup>th</sup> day.

- Courtesy holds may be accepted and held for a maximum of seven (7) days, at which time the hold may expire without notice.
- Courtesy holds for dates that have reopened and/or courtesy holds placed within 30 days of the desired event date can only be held for a maximum of 48 hours

Reservations made with less than 30 days advance notice will be made on an as available basis.

- Bookings are accepted for recurring events up to six months in advance, unless you have a memorandum of understanding or other separate agreement with The Capitol Event Center.

### **Hold Challenge**

A prospective client may challenge an existing tentative hold. If a Capitol Event Center facility or executive suite is currently being held on the booking calendar by a prospective client, and another prospective client requests to commit to the same dates, the appropriate Event Coordinator or Event Support Manager will contact the "hold client" in writing to advise them of the firm challenge. In that case, the Capitol Event Center will extend a time period of five (5) business days for the hold client to either confirm or forfeit the date(s) being held. Should the dates be confirmed, the hold client must then immediately move to rental agreement and pay the 10% deposit within the (5) business days from written contact. Should the dates be forfeited the new client must immediately move to contract and pay a deposit based upon 10% of estimated facility rental fees within Five (5) business days.