**BANQUET EVENT ORDER.** This Banquet Event Order serves as the Agreement between the Client and Holiday Inn & Suites North Tampa. The Client agrees to pay for all items on the Banquet Event Order as well as any items in addition to those as listed above. Any changes to the Banquet Event Order must be adjusted no later than three (3) business days prior to the Function Date. The Client will be responsible for all items on the original Banquet Event Order, any additional items added to the Banquet Event Order. Client agrees to a **20% service charge that will be added to all room rental fee(s), food, beverage and audio visual equipment charges**. **Client agrees to applicable sales tax, which is currently at 7%, unless the Client is tax exempt**. Tax exempt Clients must present a tax exempt form or valid ID prior to function in order for the sales taxes to be waived. Banquet Space will not be guaranteed until a fully executed copy of this Agreement is on file. Client agrees to pay a 50% deposit two weeks prior to the Function Date.

**CANCELLATION.** The cancellation of this Agreement must be done so two (2) weeks prior to the event. Any cancellation of this Agreement after this date will be subject to all charges for the above stated Banquet Event Order. Cancellation on or prior to **OCTOBER 21, 2107** result in no cancellation fees or charges and the Client’s 50% deposit will be refunded to the individual, group or company either by credit card or check from our corporate office. If a check must be issued from our corporate office for, please allow 6-8 weeks for processing.

**CHANGES.** Any changes, cancellations or questions concerning this Agreement must be made directly through the Property with the Director of Sales and/or Director of Operations. If either of these two parties are not available, the Client must speak to the Manager on Duty to make any changes, corrections or cancellations of this Agreement in order for the changes to be valid.

**DAMAGES.** Client agrees to be responsible for any damages done to the premises by himself/herself or by the patron’s guests before, during or after the function. Holiday Inn & Suites North Tampa will not assume any responsibility for the damage(s) or loss of any patron’s merchandise or articles in the hotel prior to, during or following the event unless otherwise noted in writing. Person(s) making reservations individually and not through a group leader(s)/Client are responsible for their own damages by any party inhibiting the room (register or visiting) during their registered dates of stay.

**FORCE MAJURE.** Neither party shall be responsible for failure to perform this Agreement if circumstances beyond their control, including, but not limed to; acts of God, shortage of commodities or supplies to be furnished by the Holiday Inn & Suites North Tampa, government authority, or war in the United States that makes it illegal or impossible for the Holiday Inn & Suites North Tampa to hold the function.

**DIRECT BILL/PAYMENT.** {Intentionally Omitted}

**CREDIT CARDS.** The client must provide a valid credit card or debit card to keep on file for all functions. Even if the Client elects to pay cash or check for the function, Holiday Inn & Suites North Tampa still reserve the right to require a credit card to be on file.  **(initials)**

**DJ’S/MUCIS.** DJ’s are permitted, however, Holiday Inn & Suites North Tampa’s quiet hour begins promptly at **10:00pm**, so music levels must be turned down. If the front desk staff or Manager of Duty get complaints concerning the music/noise, the hotel staff reserves the right to request the volume of music/noise be turned off. The Client must comply with the request to lower the music/noise volume and if the Client does not comply with the hotel’s staff requests to turn the volume of music/noise volume down, Holiday Inn & Suites North Tampa reserve the right to turn off the speaker access within the Palm Ballroom for the remainder of the Function. If the Client still does not comply after the hotel staff has turned off the speaker access to the Palm Ballroom and is continuing to be loud, along with but not limited to receiving complaints from other hotel guests, Holiday Inn & Suites North Tampa reserves the right to have everyone attending the Function exit the premises without a refund or discount immediately.  **(initials)**

**POOL.** The pool is not permitted to any guests that are not registered and actually staying at Holiday Inn & Suites North Tampa. Holiday Inn & Suites North Tampa is not responsible for any damages done to those who do not follow this policy – if the Client or any of the Client’s attendees’ for the Function are not registered guests staying overnight at the hotel, the pool area is not a permitted area. If the Client or Client’s attendees are asked repeatedly to leave the pool area, Holiday Inn & Suites North Tampa reserve the right to have the Client and/or Client’s attendees’ for the Function to be removed from the property.  **(initials)**

**ALCOHOLIC BEVERAGES.** No alcoholic beverages are permitted on the premises, including inside the Palm Ballroom and areas surrounding the Palm Ballroom. All alcoholic beverage(s) must be purchased directly through Holiday Inn & Suites North Tampa. If the Client or any of the Client’s attendees are found with alcoholic beverages on the premises (including the Palm Ballroom) that were not purchased directly through the hotel, Holiday Inn & Suites North Tampa reserves the right to cancel your function immediately with no refund unless the beverages are completely removed from the premises. This is a liability issue that will not be tolerated. Functions will be cancelled without refund if this policy is not upheld. (initials)

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Client Signature Date: Shelly Luke Date:

 Director of Sales & Marketing