



BY CHOICE HOTELS

Meeting Room Contract

Event Date: _____

Business Name: _____ Contact: _____

Event Contact: (Presenter/Onsite Contact) _____

Address: _____

Email: _____ Fax: _____ Phone: _____

Rental Fee: _____ Deposit Received: _____

Estimated Guest Count: _____ Function Time: _____

1. This contract and a deposit equivalent to your room rental rate are due within 14 days of the date you verbally schedule event(s). Your Deposit will be credited against your final billing. Your deposit and contract formally reserve your space requests.
 - a. If you cancel the event within 7 days of the Hotel 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 50% of your projected final billing and forfeiture of the room rental deposit.
 - d. Weather related cancellations will be allowed to carry their deposit forward to the new date or used as a credit against other services.
2. A final guest count is required 4 days prior to your event.
3. Room setup and AV equipment requirements must be agreed upon in writing 2 weeks prior to the event by email or fax.
4. Please review setup with onsite presenter/contact so that setup is per their requirements.
5. The above rates are subject to APPLICABLE TAX which is currently [12.75%] and is subject to change without notice.

Client Signature: _____

Print Name: _____ Date: _____

Sales Managers Signature: _____

Print Name: _____ Date: _____