

Best Western Town & Country Inn
Meeting Space Terms & Conditions

PAYMENT & CANCELLATIONS:

The Breakfast Hall (large room), Conference Room (medium room), and Business Center (small

room) each cost \$60.00 for 4 hours. The price does not decrease if used less than 4 hours. Every additional hour is \$10.00.

Full payment will be made at check-in or the meeting space reservation(s) will be forfeited.

Cancellations must be made 7 days before the reserved date. A credit card number or an advance

deposit of \$30.00 (Applied to the final payment) will be collected at the time of booking to hold the reservation. A \$30.00 charge will be placed on the holding credit card or the advance deposit

will not be returned if a cancellation is made within 7 days of the reserved date.

There will be a credit card number or a \$50.00 security deposit collected either beforehand or upon check-in. Cash deposits will be returned after our staff has inspected the meetings space(s) for any damage or stolen items. If there is damage or stolen items, the credit card on file will be charged for \$50.00 or the security deposit will not be returned. The booking party is responsible for any damage or theft caused by himself/herself or the event's guests. Any damage repairs or replacement of stolen items will be paid for by the booking party.

RULES:

Meeting space reservations include the reserved meeting space(s) and the hotel restrooms only.

The hotel lobby, kitchen, fitness room, and pool are not included for use.

Changes in the setup of the Breakfast Hall and Business Center spaces are permitted, but all items

MUST be moved to their original setup.

The hotel does not assist in any food service (Serving, clearing, cleaning, etc.) or provide any food service items (Plates, utensils, napkins, etc). Please plan accordingly.

ABSOLUTELY NO alcohol on the premises.

No animals are allowed.

No items are to be hung with push pins, nails, or anything of the like. If items are taped to the walls there must be no marks left behind.

Guests are **REQUIRED** to clean up after themselves. Trash and any food left behind will not be tolerated and will result in a forfeited security deposit.

Guests are to throw excessive trash (i.e., Cardboard boxes, large quantities of general trash, etc.)

out in the dumpsters located immediately between the Best Western Town & Country Inn and the neighboring Sizzler restaurant.

Noise is to be kept at a minimum. Unruly guests will either be asked to leave or will not receive their security deposit back.

The hotel staff reserves the right to check on the use of the meeting space(s) at any time. If any of the

misuses described above are identified, the staff reserves the right to immediately close down the event

and escort participants off the property.

By signing below, you agree to the above terms and conditions as stated by the Best Western Town & Country Inn.

Name: _____ Signature: _____ Date: _____