

**Meeting Room Rental Agreement**

**Contact Information:**

Group/Company: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

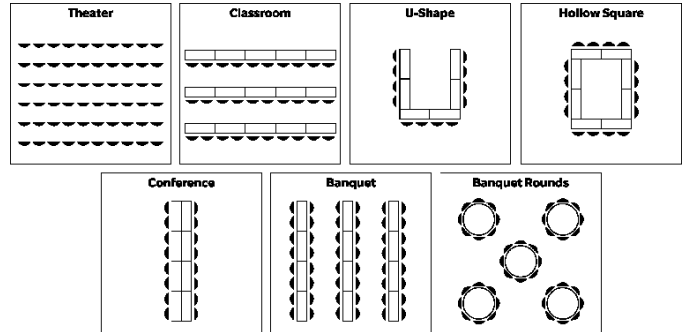
Guest Rooms Needed? \_\_\_\_\_

**Rental Information:**

Date of Event: \_\_\_\_\_

Number of Guests: \_\_\_\_\_

Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_



**Additional Options:**

- \_\_\_\_\_ Complimentary ~ Audio/ Visual/ Podium
- \_\_\_\_\_ \$20.00 (FP) ~ Flip Chart/ Markers
- \_\_\_\_\_ \$2.50 (WA/SO) each bottle ~ Pepsi/ Aguafina
- \_\_\_\_\_ \$9.95 each (BB) ~ Buffet Breakfast  
\*\* meetings only, no room stays
- \_\_\_\_\_ \$29.95 (CS)~ Coffee Station  
Coffee, decaf, assorted tea bags
- \_\_\_\_\_ \$2.50 (JU) per bottle ~ Apple/ Orange
- \_\_\_\_\_ \$24.00 (BR) per dozen ~ Brownies
- \_\_\_\_\_ \$15.00 (CK) per dozen ~ Cookies
- \_\_\_\_\_ \$12.00 (SS) per dozen ~ Sweet N Salty
- \_\_\_\_\_ \$15.00 per dozen (HS) ~ Healthy Snack/ Fruit

**Space Details:**

(Applicable Sales tax and a 10% Service charge will be added to all charges)

- \_\_\_\_\_ \$125 ½ Room – 4 Hours
- \_\_\_\_\_ \$250 Full Room – 4 Hours
- \_\_\_\_\_ \$250 ½ Room – Full Day
- \_\_\_\_\_ \$500 Full Room – Full Day
- \* 15 % discount when you have a room block.**

**\$\_\_\_\_\_ Total Amount Due**  
at time of service to be paid in full.

**\$\_\_\_\_\_ Deposit Due (50%)**  
at time of contract signature

**Cancellation Policy:**

- a. Cancel within 7 days of Hotel receiving your deposit, it will be **REFUNDED IN FULL.**
- b. Cancel within 14 days of Event Date, you will forfeit **50% OF DEPOSIT NONREFUNDABLE.**
- c. Cancel within 72 hours of Event Date, you will forfeit **100% OF DEPOSIT NONREFUNDABLE.**

**Client Signature** \_\_\_\_\_ **Print Name** \_\_\_\_\_

**Hotel Representative Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**FUNCTION SPACE \_\_\_\_\_Initials**

The FAIRFIELD INN & SUITES BY MARRIOTT OF GRAND BLANC has reserved function space as shown on the Meeting Room Contract. Any changes to the room assignments/set-up as outlined in the Contract must be agreed to, in writing, by both the Group/Company \_\_\_\_\_ and the Hotel. The FAIRFIELD INN & SUITES BY MARRIOTT OF GRAND BLANC has no designated registration space available. With prior arrangements, the Lobby area may be available.

**DECORATIONS \_\_\_\_\_Initials**

No staples, tacks, pins, or nails may be used to affix decorations. No adhesive tape of any kind can be used on the meeting room walls, furniture or carpet. In the event the proper authorization is not received and damage results, the cost of the repair and/or replacement will be billed to Group/Company \_\_\_\_\_. Renter is responsible for installing and removing all decorations during the designated time. Helium balloons are OK provided they are not let loose. Please tie them securely to something stationary.

The use of flames or candles in the meeting room is prohibited.

No object, poster, or writing, etc. will be placed on the walls.

Copies of all advertisement materials shall be provided by the requesting organization. No signs may be posted inside or outside the premises without permission from the hotel.

**MEETING ROOMS TIME \_\_\_\_\_Initials**

The accommodation capacity of each room is listed on the attached floor plan layout sheet. The fee is based on a set use time, **(30-minute set-up time allowed upon availability)** and the number of tables, chairs and other items as specified on the CONTRACT.

If the event exceeds the terms of the rental contract, the Group/Company \_\_\_\_\_ will be charged the next rental rate tier and staff hourly overage charges.

**ROOM SET UP AND EQUIPMENT \_\_\_\_\_Initials**

There shall be no charge to the Group for the standard set-up of meeting rooms as directed by the Contract. The Hotel shall provide, at no charge, certain equipment standard for the types of meetings and events scheduled, including the following: standing lecterns, easels, registration tables and chairs, water and paper cups, pads and pens, bulletin or message boards, and the house sound system.

The Hotel has media equipment available for use. **NO OUTSIDE EQUIPMENT ALLOWED.**

**PARKING \_\_\_\_\_Initials**

Use of the Hotel parking lot is included in the facility rental. The Hotel shall not be responsible for damages or loss of any articles (including vehicles), prior to, during, or following the event.

**PERSONAL PROPERTY \_\_\_\_\_Initials**

The Hotel will not assume responsibility or liability for personal property and equipment brought onto or left on the property.

**SMOKING & ALCOHOL \_\_\_\_\_Initials**

The Hotel is a non-smoking facility. All guests are expected to follow this policy. No alcoholic beverages are permitted to be served or offered in the meeting space.

**FOOD AND BEVERAGES \_\_\_\_\_Initials**

Food is permitted when ordered from Hotel approved vendors. All food and beverage must be coordinated through the hotel. We will need to be notified of the vendors name and phone number that will be supplying your event.