



We love having you here!

Hampton Inn & Suites by Hilton– Guelph 725 Imperial Road North, Guelph, ON N1K 1X4 Tel: 519-821-2144 Fax: 519-821-2166			
Function Contract			
Client/Organization		Date of Function	Post As
Contact Person		Room	Room Charge
Telephone	Fax	Type of Function	Set-up Time
Billing Address		Start Time	Finish Time 1
		No. of Guaranteed Guests	F& B Location
Payment Method		Date Booked	Booked By
		Deposit Required	Set up
Room Set-up and Equipment Rental ~ All rates are per day We can accommodate any audio visual need. Please call for a quote if not listed below.			
Food and Beverage Requirements			
TBD			
Audio-Visual Requirements:			
TBD			
Room Requirements:			
TBD			
Total			

Water, pens and pads will be provided by the Hampton Inn and Suites by Hilton
 Please note that all Food and Beverage must be provided by the hotel unless otherwise agree upon.

Client/Organization Initials: _____

Cancellation Policy

Cancellation must be made at least 7 business days prior to the event day, otherwise full charges will apply.

Other Terms

Meeting Room rates include the set-up of any meeting room set-up styles listed below. Additional set-up and layout requirements may be subject to additional fees. Note that the breakfast buffet and lobby coffee is not for consumption by meeting participants. Please advise your delegates of this as charges will apply if either of these are consumed.

I have read and understand the terms and conditions of this contract.

Date: _____

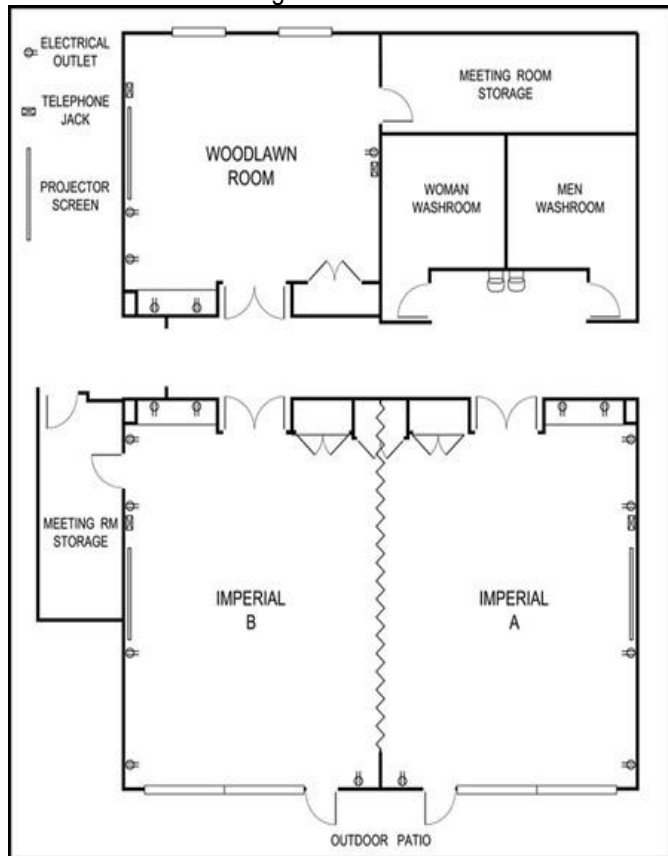
Client/Organization

Approved by:
Hampton Inn & Suites – Guelph
Date:

Meeting Room Setup Styles

<input type="checkbox"/>	Banquets	
<input type="checkbox"/>	Theatre Style	
<input checked="" type="checkbox"/>	Herringbone (Classroom)	
<input type="checkbox"/>	U-Shape	
<input type="checkbox"/>	Boardroom Style	
<input type="checkbox"/>	Hollow Square	

Meeting Rooms Floor Plan



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