

# PHASE 3: Click Here for Current Guidelines For Gatherings

## RENTALS

### ROOM RENTAL

- meeting place 1.....\$800  
*(free with 25+ paid sleeping rooms)*
- meeting place 2.....\$400  
*(free with 15+ paid sleeping rooms)*

### AUDIOVISUAL EQUIPMENT

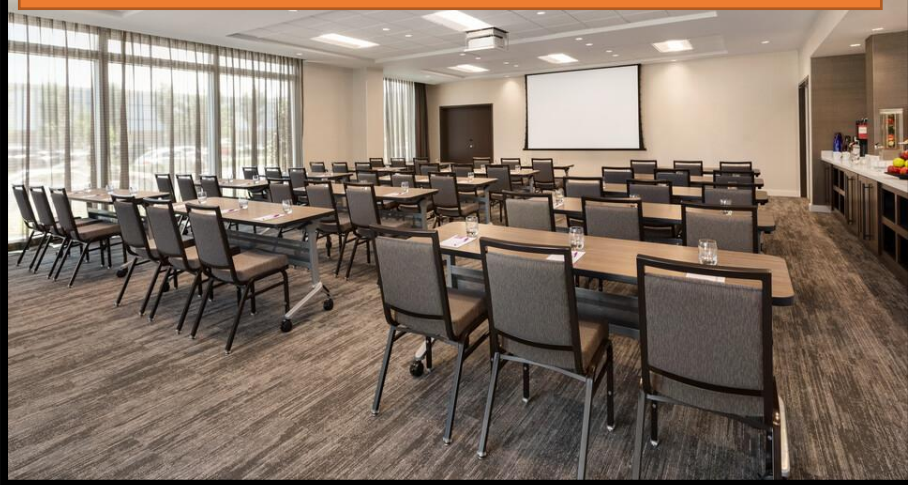
- LCD projector.....\$50
- projector screen.....\$50
- flat-panel tv.....\$30
- speakerphone.....\$30
- easel/flip chart/markers.....\$25
- Microphone, wireless or headset.....\$25
- extension cord or power strip.....\$5



Virginia Beach  
Town Center

must have a minimum of five (5) sleeping rooms booked at the hotel for weekend events

**Set-ups are listed prior to COVID-19**  
The safety and wellbeing of our guests and colleagues is always a top priority.



#### meeting place 1

- 1261 sq. ft. 40x30x9
- 100 people banquet (5ft. rounds)
- 60 people crescent
- 50 people classroom
- 30 people hollow square
- 35 people u-shape
- 30 people boardroom/conference
- 140 people theater
- 100 people reception



#### meeting place 2

- 569 sq. ft. 26x27x9
- 47 banquet (5ft. rounds)
- 30 people crescent
- 24 people classroom
- 14 people hollow square
- 16 people u-shape
- 14 people boardroom/conference
- 63 people theater
- 50 people reception

Prices do not include applicable taxes. © 2019 Hyatt Corporation. All rights reserved.

20% service charge will be applied on all meeting room goods & services. 11.5% tax on food & beverage | 6% tax on audio visual & room rental

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## POLICIES

**With advance notice & approval** groups are allowed to bring in their own food & non-alcoholic beverages via a licensed caterer. (no potluck or homemade meals) Groups that bring in own food & non-alcoholic beverages are required to bring own utensils, cups, plates, napkins, containers, etc. The facility does not provide these items. The facility adheres to maximum seating capacity set by Federal and State fire codes and reserves the right to move functions to meeting/banquet rooms other than those appearing on the contract. Guests will have access to, and expected to depart the meeting space at the times specified on the contract (no later than 11pm). Utilization of the meeting space before or after contracted times will result in additional fees.

**FULL-SERVICE CATERING** Groups are welcome to work with a LICENSED caterer of their choice for food service. The group is responsible for any damages or issues created by their caterer. Groups who choose an outside caterer are required to provide their own containers, utensils, cups, plates, napkins, etc. Hotel only provides the room, tables, & chairs. The hotel staff will not serve the caterer's food - that must be arranged with the caterer. Caterers are not permitted to use our kitchen.

**INDEMNIFICATION** Group will agree to waive any claim for damages of any nature and to release Hyatt Place Virginia Beach Town Center and all its affiliates, employees, and subsidiaries from any liability or responsibility whatsoever resulting in any ill effect, injury, or loss to those connected to any and all manner of suits, damages, claims, and expenses of any type or kind whatsoever, arising from, connected with or related to the consumption of the food that is brought or delivered. Group will further agree to indemnify, defend at their own cost, and hold Hyatt Place Virginia Beach Town Center, and its affiliates and employees harmless from and against all liability, claims, causes of action, suits, demands, damages, judgments, costs, losses and expenses, including attorney's fees, to which they may be subject, including, but not limited to, any claim for any injury, sickness or death of any person(s) or damages to property or otherwise, arising from, or connected with or related to the consumption of the food that group brought or had delivered inside Hyatt Place Virginia Beach Town Center as listed herein.

**POOL** Due to liability reasons, guests who have paid for and are utilizing the meeting space are NOT authorized in the pool or fitness areas; unless they also have a current, in-house guest reservation for a sleeping room.

**DECORATION & SECURITY** Groups may bring in additional decorations for the event with advance arrangement and approval of facility management. Utilization of nails, thumbtacks and other devices are restricted as well as confetti, glitter and sand. Signage outside of the hotel is strictly prohibited. In the event that property damage occurs, the client is fully responsible for the cost of the necessary repairs. Hyatt Place, at its discretion may require security for certain events. The cost of these services will be the responsibility of the client.

**GUARANTEED** A guarantee attendance figure is required for all meal functions 3 business days prior to the function date and is not subject to reduction. If the catering office is not advised by this time, the estimated figure will automatically become a guarantee. We will be prepared to serve 5% over the guarantee number.

**BILLING** An acceptable form of payment must be agreed upon during the initial booking arrangements. Acceptable forms include advance deposit (prepayment), direct billing (subject to approval) or completed credit card authorization form. Final Charges for the meeting/banquet may be charged up to 10 days prior to the event.

**CANCELLATION** Deposits are non-refundable if cancelled. (which will be ½ of the estimated total cost at time of booking)

**ALCOHOL POLICY** Hyatt Place Virginia Beach Town Center as a licensee is responsible for the sale and service of all alcoholic beverages and the administration of state regulations. The hotel's alcoholic beverage license requires the hotel to (1) request proper photo ID of any person of questionable age and refuse alcoholic beverages to any person underage or who cannot produce proper identification, and (2) refuse alcoholic beverage service to any person who, in the hotel's judgment, appears to be intoxicated. As the sole licensed purveyor of the hotel, it is our responsibility to enforce a policy of not allowing individuals or groups to bring alcoholic beverages from outside sources into Hyatt Place Virginia Beach Town Center event space.

**PACKAGE HANDLING** All arriving packages must have the following information: Name of the group, Date of the event/function, sales managers name, Name of the On-site contact and the number of packages must appear on each package. Boxes will not be accepted prior to 5 business days before the function.