



Function Agreement 2016

Organization:

Contact:

Address:

Email:

Phone:

Meeting/Event Date:

Meeting/Event Time:

Name of Function:

Room/s Reserved:

Estimated Number of Attendees:

Guarantee Catering Count Due by 3:00 p.m. 4 Business Days Prior to Event

Reservations: Must be made in writing utilizing the Function Agreement and Facilities Request Form.

Deposit: A 25% non-refundable deposit for the room rental is required at the time of booking.

Payment:

Weekday Meetings - full room rental, catering, audiovisual and other charges (less the 25% prepaid deposit) will be invoiced following the event. All charges must be paid in full within 30 days.

Night, Weekend and Holiday Bookings - full room rental, catering, audiovisual and other charges (less the 25% prepaid deposit) must be paid 7 business days prior to the event. Weekend events are subject to a \$200 cleaning fee.

Service Charge: A 20% service charge is assessed on all room rental, audiovisual, food and beverage service for the set-up, clean-up and other direct expenses related to the operation of the Conference Center. Soft drinks and bottled water are charged based on consumption.

Cancellation: 100% of the Room Rental fee is required if cancelled less than 31 days before the event. If the event is cancelled prior to the 31 days, the only charge incurred is the 25% non-refundable deposit.

Food and Beverage: In compliance with city and state health and insurance requirements, no outside food/beverages may be brought into the Conference Center.

Name:

Title:

Signature:

Date:

Authorized SCHA Representative:

Date: