

## Terms and Conditions

### 1.0: Charges

**1.1: Costs:** Estimated charges DO NOT reflect sales tax and service charges.

**1.2: Cancellation:** If cancellation occurs prior to an event the group will forfeit deposit and be charged as follows:

1. 25% of estimated revenue 30 days prior.
2. 50% of estimated revenue 10 days prior.
3. 100% of estimated revenue 5 days prior.

**1.3 Deposits:** All deposits are non-refundable unless prior arrangements have been made.

**1.4 Taxes:** Taxes are subject to change without notice.

### 2.0: Event Details

**2.1: Banquet Event Order (BEO):** The BEO will detail all specific requirements that were requested. A copy of each BEO will be provided. Any alterations, modifications, or deletions made will require an additional signature of approval.

**2.2: Same Day Changes:** Any major changes made on the day of that will require additional set up will be charged \$100.

### 3.0: Food and Beverage

**3.1 Catering:** Outside food or beverages are permitted in the event areas by client or client guests with a signed Food Waiver Form and prior approval. Client may be subjected up to a \$500 fee for outside food/beverage.

**3.2 Alcohol Service:** No outside alcohol is allowed in event space without a permit from Catering and Sales department. The hotel reserves the right to refuse service to guest who appears intoxicated or is under the legal drinking age. Bar hours will be for 7 service hours only and must end at the time the event ends.

**3.2-A:** We do not allow the purchase of Kegs for events. We do not sell or allow Kegs to come into our banquet space unless previously arranged by the client and the Sales Department.

### 4.0: Space Utilization

**4.1: Damages to Hotel:** The client assumes all liability for any and all damages in the contracted event space and time. This includes property damage as well as personal injuries to any of YC Silverdale Hotel Group LLC employees, guests, hired contractors, and other event participants.

**4.2: Décor/Decorations:** All decorations & displays must be in compliance with fire code regulations in the State of Washington and Kitsap County. Glitter, streamers, confetti, or items that may require excess cleaning are not allowed in event spaces. Smoke machines are not permitted.

**4.3 Equipment:** Any equipment needs must be communicated to the Catering department prior to the date of event. Any Audio Visual (AV) equipment rented may incur a charge. Guest are allowed to bring their own AV equipment.

**5.0: Payments**

**5.1:** Guest is to provide credit card/ACH information at the time of contract signing to ensure payment.

**Closing Statement:**

By signing below, you are authorizing the Best Western Plus Silverdale Beach Hotel to charge the provided payment information for any and all charges for the event, unless other payment options are arranged.

Client Name (Printed): \_\_\_\_\_

Client Signature: \_\_\_\_\_

Date: \_\_\_\_\_